

# Facsimile Transmittal

## U. S. Department of Housing and Urban Development

OMB Approval No. 2525-0118  
exp. Date (5/30/2008)

1281127168-1362

Office of Department Grants  
Management and Oversight

\* Name of Document Transmitting: Nothing Faxed with this Application

### 1. Applicant Information:

\* Legal Name: Benedict College

\* Address:

\* Street1: 1600 Harden Street

Street2:

\* City: Columbia

County: Richland

\* State: SC: South Carolina

\* Zip Code: 29204

\* Country: USA: UNITED STATES

### 2. Catalog of Federal Domestic Assistance Number:

\* Organizational DUNS: 073727943

CFDA No.: 14.520

Title: Historically Black Colleges and Universities Program

Program Component:

### 3. Facsimile Contact Information:

Department: Benedict Allen CDC

Division: Academic Affairs

### 4. Name and telephone number of person to be contacted on matters involving this facsimile.

Prefix: Mr.

\* First Name: Larry

Middle Name:

\* Last Name: Salley

Suffix:

\* Phone Number: (803)705-4682

Fax Number: (803)705-7081

\* 5. Email: salley5@aol.com

### \* 6. What is your Transmittal? (Check one box per fax)

☐ a. Certification ☐ b. Document ☐ c. Match/Leverage Letter ☒ d. Other

\* 7. How many pages (including cover) are being faxed?

1

Form HUD-96011 (10/12/2004)

**Application for Federal Assistance SF-424**

Version 02

**\* 1. Type of Submission:**

- ☐ Preapplication  
☒ Application  
☐ Changed/Corrected Application

**\* 2. Type of Application:**

- ☒ New  
☐ Continuation  
☐ Revision

**\* If Revision, select appropriate letter(s):**

**\* Other (Specify)**

**\* 3. Date Received:**

08/16/2010

**4. Applicant Identifier:**

**5a. Federal Entity Identifier:**

**\* 5b. Federal Award Identifier:**

**State Use Only:**

**6. Date Received by State:**

**7. State Application Identifier:**

**8. APPLICANT INFORMATION:**

**\* a. Legal Name:**

Benedict College

**\* b. Employer/Taxpayer Identification Number (EIN/TIN):**

57-0314365

**\* c. Organizational DUNS:**

073727943

**d. Address:**

**\* Street1:**

1600 Harden Street

**Street2:**

**\* City:**

Columbia

**County:**

Richland

**\* State:**

SC: South Carolina

**Province:**

**\* Country:**

USA: UNITED STATES

**\* Zip / Postal Code:**

29204

**e. Organizational Unit:**

**Department Name:**

Benedict Allen CDC

**Division Name:**

Academic Affairs

**f. Name and contact information of person to be contacted on matters involving this application:**

**Prefix:**

Dr.

**\* First Name:**

David

**Middle Name:**

H.

**\* Last Name:**

Swinton

**Suffix:**

**Title:**

President

**Organizational Affiliation:**

Benedict College

**\* Telephone Number:**

(803) 705-4390

**Fax Number:**

(803) 705-6937

**\* Email:**

swintond@benedict.edu

**Application for Federal Assistance SF-424**

Version 02

**9. Type of Applicant 1: Select Applicant Type:**

T: Historically Black Colleges and Universities (HBCUs)

Type of Applicant 2: Select Applicant Type:

O: Private Institution of Higher Education

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

**\* 10. Name of Federal Agency:**

US Department of Housing and Urban Development

**11. Catalog of Federal Domestic Assistance Number:**

14.520

CFDA Title:

Historically Black Colleges and Universities Program

**\* 12. Funding Opportunity Number:**

FR-5415-N-04

\* Title:

Historically Black Colleges and Universities (HBCU)

**13. Competition Identification Number:**

HBCU-30

Title:

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

Columbia, Richland, SC

**\* 15. Descriptive Title of Applicant's Project:**

Community Opportunities Program II

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

Version 02

16. Congressional Districts Of:

\* a. Applicant 006-SC

\* b. Program/Project SC-006

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:

\* a. Start Date: 01/01/2011

\* b. End Date: 01/01/2014

18. Estimated Funding (\$):

* a. Federal	800,000.00
* b. Applicant	
* c. State	0.00
* d. Local	0.00
* e. Other	
* f. Program Income	0.00
* g. TOTAL	

\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?

- ☐ a. This application was made available to the State under the Executive Order 12372 Process for review on .
- ☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- ☒ c. Program is not covered by E.O. 12372.

\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)

☐ Yes ☒ No

21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

☒ \*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: Mr. \* First Name: Larry

Middle Name:

\* Last Name: Salley

Suffix:

\* Title: Executive Director

\* Telephone Number: (803) 705-4682 Fax Number: (803) 705-7081

\* Email: salley5@aol.com

\* Signature of Authorized Representative: Larry Salley \* Date Signed: 08/16/2010

**Application for Federal Assistance SF-424**

Version 02

**\* Applicant Federal Debt Delinquency Explanation**

The following field should contain an explanation if the Applicant organization is delinquent on any Federal Debt. Maximum number of characters that can be entered is 4,000. Try and avoid extra spaces and carriage returns to maximize the availability of space.

# Applicant/Recipient Disclosure/Update Report

U.S. Department of Housing  
and Urban Development

OMB Approval No. 2510-0011  
(exp. 08/31/2009)

## Applicant/Recipient Information

\* Duns Number: 073727943

\* Report Type: INITIAL

### 1. Applicant/Recipient Name, Address, and Phone (include area code):

#### \* Applicant Name:

Benedict College

\* Street1: 1600 Harden Street

Street2:

\* City: Columbia

County: Richland

\* State: SC: South Carolina

\* Zip Code: 29204

\* Country: USA: UNITED STATES

\* Phone: (803) 705-4390

### 2. Social Security Number or Employer ID Number: 57-0314365

### \* 3. HUD Program Name:

Historically Black Colleges and Universities Program

### \* 4. Amount of HUD Assistance Requested/Received: \$ 800,000.00

### 5. State the name and location (street address, City and State) of the project or activity:

\* Project Name: Community Opportunities Program(COP)II

\* Street1: 1600 Harden Street

Street2:

\* City: Columbia

County: Richland

\* State: SC: South Carolina

\* Zip Code: 29204

\* Country: USA: UNITED STATES

## Part I Threshold Determinations

\* 1. Are you applying for assistance for a specific project or activity? These terms do not include formula grants, such as public housing operating subsidy or CDBG block grants. (For further information see 24 CFR Sec. 4.3).

☐ Yes

☒ No

\* 2. Have you received or do you expect to receive assistance within the jurisdiction of the Department (HUD) , involving the project or activity in this application, in excess of \$200,000 during this fiscal year (Oct. 1-Sep. 30)? For further information, see 24 CFR Sec. 4.9

☐ Yes

☒ No

If you answered " No " to either question 1 or 2, **Stop!** You do not need to complete the remainder of this form.

**However,** you must sign the certification at the end of the report.

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**Part II Other Government Assistance Provided or Requested / Expected Sources and Use of Funds.**

Such assistance includes, but is not limited to, any grant, loan, subsidy, guarantee, insurance, payment, credit, or tax benefit.

---

Department/State/Local Agency Name:

\* Government Agency Name:

Government Agency Address:

\* Street1:

Street2:

\* City:

County:

\* State:

\* Zip Code:

\* Country:

\* Type of Assistance:

\* Amount Requested/Provided: \$

\* Expected Uses of the Funds:

---

Department/State/Local Agency Name:

\* Government Agency Name:

Government Agency Address:

\* Street1:

Street2:

\* City:

County:

\* State:

\* Zip Code:

\* Country:

\* Type of Assistance:

\* Amount Requested/Provided: \$

\* Expected Uses of the Funds:

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(Note: Use Additional pages if necessary.)

Add Attachment

Delete Attachment

View Attachment

**Part III Interested Parties.** You must decide.

**1. All developers, contractors, or consultants involved in the application for the assistance or in the planning, development, or implementation of the project or activity and**

**2. Any other person who has a financial interest in the project or activity for which the assistance is sought that exceeds \$50,000 or 10 percent of the assistance (whichever is lower).**

* Alphabetical list of all persons with a reportable financial interest in the project or activity (For individuals, give the last name first)	* Social Security No. or Employee ID No.	* Type of Participation in Project/Activity	* Financial Interest in Project/Activity (\$ and %)
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/> <input type="text"/> %
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/> <input type="text"/> %
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/> <input type="text"/> %
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/> <input type="text"/> %
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/> <input type="text"/> %

(Note: Use Additional pages if necessary.)

Add Attachment

Delete Attachment

View Attachment

**Certification**

**Warning:** If you knowingly make a false statement on this form, you may be subject to civil or criminal penalties under Section 1001 of Title 18 of the United States Code. In addition, any person who knowingly and materially violates any required disclosures of information, including intentional non-disclosure, is subject to civil money penalty not to exceed \$10,000 for each violation. I certify that this information is true and complete.

\* Signature:

\* Date: (mm/dd/yyyy)

Larry Salley

08/16/2010



# Survey on Ensuring Equal Opportunity For Applicants

OMB No. 1890-0014 Exp. 2/28/2009

## Purpose:

The Federal government is committed to ensuring that all qualified applicants, small or large, non-religious or faith-based, have an equal opportunity to compete for Federal funding. In order for us to better understand the population of applicants for Federal funds, we are asking nonprofit private organizations (not including private universities) to fill out this survey.

Upon receipt, the survey will be separated from the application. Information provided on the survey will not be considered in any way in making funding decisions and will not be included in the Federal grants database. While your help in this data collection process is greatly appreciated, completion of this survey is voluntary.

## Instructions for Submitting the Survey

If you are applying using a hard copy application, please place the completed survey in an envelope labeled "Applicant Survey." Seal the envelope and include it along with your application package. If you are applying electronically, please submit this survey along with your application.

Applicant's (Organization) Name:	Benedict College
Applicant's DUNS Name:	073727943
Federal Program:	Historically Black Colleges and Universities (HBCU)
CFDA Number:	14.520

1. Has the applicant ever received a grant or contract from the Federal government?

☒ Yes ☐ No

2. Is the applicant a faith-based organization?

☐ Yes ☒ No

3. Is the applicant a secular organization?

☒ Yes ☐ No

4. Does the applicant have 501(c)(3) status?

☒ Yes ☐ No

5. Is the applicant a local affiliate of a national organization?

☐ Yes ☒ No

6. How many full-time equivalent employees does the applicant have? (Check only one box).

☐ 3 or Fewer ☐ 15-50  
☐ 4-5 ☐ 51-100  
☐ 6-14 ☒ over 100

7. What is the size of the applicant's annual budget? (Check only one box.)

☐ Less Than \$150,000  
☐ \$150,000 - \$299,999  
☐ \$300,000 - \$499,999  
☐ \$500,000 - \$999,999  
☐ \$1,000,000 - \$4,999,999  
☒ \$5,000,000 or more

## **Survey Instructions on Ensuring Equal Opportunity for Applicants**

OMB No. 1890-0014 Exp. 2/28/2009

**Provide the applicant's (organization) name and DUNS number and the grant name and CFDA number.**

1. Self-explanatory.
2. Self-identify.
3. Self-identify.
4. 501(c)(3) status is a legal designation provided on application to the Internal Revenue Service by eligible organizations. Some grant programs may require nonprofit applicants to have 501(c)(3) status. Other grant programs do not.
5. Self-explanatory.
6. For example, two part-time employees who each work half-time equal one full-time equivalent employee. If the applicant is a local affiliate of a national organization, the responses to survey questions 2 and 3 should reflect the staff and budget size of the local affiliate.
7. Annual budget means the amount of money your organization spends each year on all of its activities.

### **Paperwork Burden Statement**

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this

information collection is **1890-0014**. The time required

to complete this information collection is estimated to average five (5) minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection.

**If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to:** The Agency Contact listed in this grant application package.

# Grant Applications Detailed Budget

## U.S. Department of Housing and Urban Development

OMB Approval No. 2501-0017  
(expires 01/31/2008)

\* Organization Name:

\* Project/Activity Name:

Functional Categories									
	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9
	HUD Share (\$)	Applicant Match (\$)	Other HUD Funds (\$)	Other Fed Share (\$)	State Share (\$)	Local/Tribal Share (\$)	Other Share (\$)	Program Income (\$)	Total (\$)
a. Personnel (Direct Labor)	140,000.00								
b. Fringe Benefits	42,910.00								
c. Travel	5,646.00								5,646.00
d. Equipment (only items > \$5,000 depreciated value)	25,365.29								25,365.29
e. Supplies (only items < \$5,000 depreciated value)	11,000.00								11,000.00
f. Contractual	62,875.00								62,875.00
g. Construction									
1. Administration and Legal Expenses									
2. Land, Structures, Rights-of-Way, Appraisals, etc.									
3. Relocation Expenses and Payments									
4. Architectural and Engineering Fees									
5. Other Architectural and Engineering Fees									
6. Project Inspection Fees									
7. Site Work									
8. Demolition and Removal									
9. Construction									
10. Equipment									
11. Contingencies									
12. Miscellaneous									
h. Other Direct Costs	68,362.46			20,940.00	7,500.00				
i. Subtotal of Direct Costs	356,158.75			20,940.00	7,500.00				
j. Indirect Costs (% Approved Indirect Cost Rate: <input type="text" value="44.00"/> %)									
Grand Total (Year <input type="text" value="1"/> ):									
Grand Total (All Years):									

form HUD-424-CB (1/2004)

**Grant Applications  
Detailed Budget**

**U.S. Department of Housing  
and Urban Development**

OMB Approval No. 2501-0017  
(expires 01/31/2008)

\* Organization Name:

\* Project/Activity Name:

Functional Categories									
	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9
	HUD Share (\$)	Applicant Match (\$)	Other HUD Funds (\$)	Other Fed Share (\$)	State Share (\$)	Local/Tribal Share (\$)	Other Share (\$)	Program Income (\$)	Total (\$)
a. Personnel (Direct Labor)	140,000.00								
b. Fringe Benefits	42,910.00								
c. Travel	5,645.25								5,645.25
d. Equipment (only items > \$5,000 depreciated value)	6,000.00								6,000.00
e. Supplies (only items < \$5,000 depreciated value)									
f. Contractual	64,125.00								64,125.00
g. Construction									
1. Administration and Legal Expenses									
2. Land, Structures, Rights-of-Way, Appraisals, etc.									
3. Relocation Expenses and Payments									
4. Architectural and Engineering Fees									
5. Other Architectural and Engineering Fees									
6. Project Inspection Fees									
7. Site Work									
8. Demolition and Removal									
9. Construction									
10. Equipment									
11. Contingencies									
12. Miscellaneous									
h. Other Direct Costs	61,961.00			20,940.00	7,500.00				
i. Subtotal of Direct Costs	320,641.25			20,940.00	7,500.00				
j. Indirect Costs (% Approved Indirect Cost Rate: 44.00%)									
Grand Total (Year 2):									
Grand Total (All Years):									

**Grant Applications  
Detailed Budget**

**U.S. Department of Housing  
and Urban Development**

OMB Approval No. 2501-0017  
(expires 01/31/2008)

\* Organization Name:

\* Project/Activity Name:

Functional Categories									
	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9
	HUD Share (\$)	Applicant Match (\$)	Other HUD Funds (\$)	Other Fed Share (\$)	State Share (\$)	Local/Tribal Share (\$)	Other Share (\$)	Program Income (\$)	Total (\$)
a. Personnel (Direct Labor)									
b. Fringe Benefits									
c. Travel									
d. Equipment (only items > \$5,000 depreciated value)									
e. Supplies (only items < \$5,000 depreciated value)									
f. Contractual									
g. Construction									
1. Administration and Legal Expenses									
2. Land, Structures, Rights-of-Way, Appraisals, etc.									
3. Relocation Expenses and Payments									
4. Architectural and Engineering Fees									
5. Other Architectural and Engineering Fees									
6. Project Inspection Fees									
7. Site Work									
8. Demolition and Removal									
9. Construction									
10. Equipment									
11. Contingencies									
12. Miscellaneous									
h. Other Direct Costs									
i. Subtotal of Direct Costs									
j. Indirect Costs (% Approved Indirect Cost Rate: <input type="text" value="44.00"/> %)									
Grand Total (Year <input type="text" value="3"/> ):									
Grand Total (All Years):									956,075.00

## ATTACHMENTS FORM

**Instructions:** On this form, you will attach the various files that make up your grant application. Please consult with the appropriate Agency Guidelines for more information about each needed file. Please remember that any files you attach must be in the document format and named as specified in the Guidelines.

**Important:** Please attach your files in the proper sequence. See the appropriate Agency Guidelines for details.

1) Please attach Attachment 1	AbstractandNarrative.docx	Add Attachment	Delete Attachment	View Attachment
2) Please attach Attachment 2	PublicServiceActivity.docx	Add Attachment	Delete Attachment	View Attachment
3) Please attach Attachment 3	BudgetbyActivity.docx	Add Attachment	Delete Attachment	View Attachment
4) Please attach Attachment 4	HBCULogicModel.xls	Add Attachment	Delete Attachment	View Attachment
5) Please attach Attachment 5	ResponseSheets.doc	Add Attachment	Delete Attachment	View Attachment
6) Please attach Attachment 6	CertificationofConsistency.do	Add Attachment	Delete Attachment	View Attachment
7) Please attach Attachment 7	LettersofCommitment.docx	Add Attachment	Delete Attachment	View Attachment
8) Please attach Attachment 8	AcknowledgementofApplication	Add Attachment	Delete Attachment	View Attachment
9) Please attach Attachment 9		Add Attachment	Delete Attachment	View Attachment
10) Please attach Attachment 10		Add Attachment	Delete Attachment	View Attachment
11) Please attach Attachment 11		Add Attachment	Delete Attachment	View Attachment
12) Please attach Attachment 12		Add Attachment	Delete Attachment	View Attachment
13) Please attach Attachment 13		Add Attachment	Delete Attachment	View Attachment
14) Please attach Attachment 14		Add Attachment	Delete Attachment	View Attachment
15) Please attach Attachment 15		Add Attachment	Delete Attachment	View Attachment

**Abstract**

Project Number	
Grantee	Benedict College
Project Address	1600 Harden Street
City, State, and Zip Code	Columbia, SC 29204
Requested Grant Amount	\$800,000
Project Contact Person	Dr. David H. Swinton, President
Phone Number	803-705-4390
Fax Number	803-705-6937
E-Mail Address	swintond@benedict.edu

**Project Description**

Benedict College is proposing to expand its comprehensive community development efforts to include distressed communities in the seven-county Columbia, SC MSA to include Richland, Lexington, Fairfield, Newberry, Saluda, Calhoun and Kershaw Counties.

The aforementioned area has a high concentration of poverty and unemployment as documented by regional and state data sources. There are significant rates of crime, substandard housing, and unemployment within the target area. These conditions combine to reduce housing values, increase unemployment rates, and discourage business investment which reduces individual wealth and the quality of life for local residents.

The proposed program is entitled COP II (Community Opportunities Program). We are implementing three activities that directly address the needs that we have identified in our research: (1) provide assistance to a community-based development organization (CBDO) to carry out a community economic development activity to expand a micro-enterprise loan program to seven distressed counties in the Columbia, SC MSA. (2) Conduct a special economic development activity to provide technical assistance to small and minority businesses located within the seven county Columbia, SC MSA. (3) Conduct a public service activity to provide housing counseling, job readiness training and placement assistance for low-to moderate income persons.

The primary recipients of our services will be low-moderate income residents and small business owners as defined by the U. S. Department of Housing and Urban Development.

The project has the following objectives:

- Promote economic development and business expansion through the provision of micro-enterprise development
- Provide incubation services, technical and management assistance training to small and minority business owners through the Benedict College Business Development Center
- Promote economic development through job creation and expand homeownership opportunities

Benedict College has received seven previous awards during this decade from the U. S. Department of Housing and Urban Development's HBCU Program. The programs are as follows: 2000 Community Park, 2001 Benedict Urban Initiative for Land Development (BUILD), 2002 Shoppes at Read Street, 2004 BUILD II, 2006 Sustainable Urban Services to Advance Independent Neighborhoods (SUSTAIN I), 2007 SUSTAIN II, and 2009 COP I.

Benedict College is an eligible applicant for this award. The college is a four-year institution fully accredited by the Southern Association of Colleges and Schools (SACS) since 1958. The U. S. Department of Education recognizes SACS as the regional accrediting body for the southern region. Benedict College offers bachelor degrees in 29 majors and has a long history of working in the community. [REDACTED] has been designated as the director for the proposed project and he can be reached at [REDACTED] and via email at [REDACTED].



**COMMUNITY OPPORTUNITIES PROGRAM (COP) II**

**Rating Factor 1: Capacity of the Applicant and Relevant Experience (25 Points)**

***(a) Knowledge and Experience (10 points)***

***(1) Identify key project team members***

***(2) Describe the knowledge and relevant experience***

The staff proposed by Benedict College has considerable experience in implementing community development projects serving minority and disadvantaged populations. The applicant and its partner, the Benedict-Allen CDC, have extensive experience in undertaking outreach activities in low-income communities, and have worked effectively with government and community based organizations in Columbia and around the region. They provide strong leadership and make significant contributions both nationally and locally in finding solutions for long-term and immediate community development problems. A brief synopsis of the experience and qualifications of key staff follows:

██████████ will serve as project director with responsibility for project implementation. He holds Masters Degrees in Social Work, Public Administration and Business Administration. The State of South Carolina has licensed ██████████ as a Master Social Worker. He is also a certified housing counselor. ██████████ has over twenty years of experience in developing and managing community-based projects. He has served as the Executive Director of the Benedict-Allen Community Development Corporation for the past 12 years. In this capacity, he is currently overseeing College and CDC efforts to revitalize the Waverly/Read Street Community and surrounding areas.

He has direct responsibility for managing several community development projects; these include HUD-HBCU projects to construct a community police center, as well as build affordable housing. During the past 11 years, ██████████ has managed seven HBCU (1995, 2000,

2001, 2002, 2004, 2006, 2007) projects that contributed to the growth of the local community. He is also directing the college's 2009 HUD/HBCU project to renovate affordable housing, implement a community policing program, and provide housing counseling services to residents in the local target area. He is overseeing a financial literacy initiative, and directs our Community Housing Development Organization (CHDO) which utilizes HUD HOME funds to provide home ownership opportunities for low-income persons in distressed urban communities.

██████████ has served as Executive Director of a community action agency serving low-income rural residents. In that capacity he had responsibility for administering several programs including JTPA, Head start, the Low-Income Home Energy Assistance Program, Community Service Block Grant programs, weatherization, housing rehabilitation, housing counseling, an emergency homeless shelter, and crisis intervention.

██████████ is actively involved in local community planning and development efforts. He has worked with several committees and organizations including the East Central City Consortium, Imagine Richland Smart Growth Planning Committee, Columbia Bethlehem Community Center, the SC Affordable Housing Coalition, and others. He has also served as a consultant for several community based organizations providing them with grants writing and program development services. He has extensive experience in working with low-income residents and community groups in the target area.

He will have overall responsibility for project implementation and supervising the program staff. He will be responsible for implementing all project activities and exercising managerial oversight for project associates. He will devote 25% of his time to the project.

██████████ holds a M.A. degree in Counseling from Webster University. She serves as the housing program coordinator for the Benedict-Allen CDC. ██████████ is a certified HUD

Foreclosure and Pre-home Purchasing counselor. She is responsible for individual housing counseling, homebuyer education, coordinating homeownership and fair housing seminars, providing credit counseling, and assisting families with the home buying process. She is also responsible for program management, preparing reports for funding agencies, assisting with preparation of proposals/grants and outreach to community residents and potential homeowners.

██████████ will be responsible for the day to day operation of the program and will devote 100% of her time to recruiting and training homebuyers.

██████████ serves as the Dean of the Benedict College School of Business and Economics. He will devote 20% of his time and have administrative responsibility for coordinating the technical assistance and training components of this project. ██████████ has served as Dean for the past four years with responsibility for overseeing the successful operation of the business school. He recently guided the School through the process of obtaining accreditation from the Association of Collegiate Business Schools Program (ACBS) during the fall of 2009. ████.

██████████ has experience working with low-income populations; he also served as a trainer for the CDC's financial literacy program and entrepreneur training initiative titled First Steps Fast Trac. Dean Smalls holds a Juris Doctorate degree from Howard University, Master of Laws in Taxation from Harvard University and recently completed additional Post Doctorate work at Harvard University in Management and Development.

██████████ will serve as the program assistant for the Benedict Minority Revolving Loan Fund (BMRLF) a component of the Benedict-Allen CDC which administers the micro-enterprise lending program. ██████████ will be responsible for recruiting applicants, processing loan applications and providing post loan servicing. She has worked at Benedict College for five years staffing several outreach programs including the HUD funded YouthBuild program and the

College's Business Development Center and Incubator programs. [REDACTED] has pursued her education at Midlands Technical College. She will devote 100% of her time to this activity.

[REDACTED] will serve as the program coordinator for the Benedict-Allen CDC's financial literacy training component which will operate under the College's Community Learning Center. The financial literacy program will provide supportive services to program participants from the micro lending component, business technical assistance component and the job and life skills training component to assist in improving the money management skills of eligible low-income participants. [REDACTED] has worked with the CDC for nine years assisting with several programs including the Credit Smart Consumer Credit Education program developed by five HBCU's and the Freddie Mac Corporation. She is a certified trainer with experience in both the Credit Smart and Money Smart Curriculum offered by the U. S. Department of Treasury FDIC. The employee will devote 100% of her time to managing this component under the proposed program.

### **Faculty Associates**

A cadre of faculty members from the College's School of Business and Economics will be recruited to assist with small business technical assistance, workshops, entrepreneur training and one-on-one business counseling. The list of faculty members includes the following.

[REDACTED], associate professor for marketing, Benedict College. She will provide marketing and entrepreneurial training as needed.

[REDACTED], Assistant Professor for Finance, Benedict College. [REDACTED] will provide training for financial literacy participants, in budgeting and money management. He will also assist loan applicants with packaging financial statements and one-on-one technical assistance with business owners.

██████████ Associate Professor, Economics, Benedict College, will assist with the supervision of student interns assigned to the business technical assistance component and provide training to small business clients with a concentration in manufacturing and industry.

██████████ Assistant Professor, Accounting, Benedict College. ██████████ will administer training and technical assistant programs at the Business Development Center; she will provide training to business clients in computerized accounting programs including QuickBooks. She will assist the CDC loan fund staff in analyzing financial statements for potential loan applicants and coordinate the entrepreneur training program.

██████████ and ██████████ will be available to assist business clients with marketing plans and market research as needed.

Additional faculty and consultants will be hired to provide technical assistance and training to program clients. Resumes documenting their experience are available upon request. The experience of the project team has been documented above and has been effective in resolving problems and complying with HUD requirements. The project will be managed by the Benedict-Allen CDC with oversight by the Dean of the College's School of Business and Economics, ██████████. The proposed management structure will ensure the timely completion of project activities and compliance with all reporting requirements.

***(3) Institutional Experience and Capacity***

***b. Past Performance-Previous HUD-HBCU Grants (15 points)***

Benedict College has received nine (9) grants under the U. S. Department of Housing and Urban Development's Historically Black Colleges and Universities Program. Benedict College and the Benedict-Allen CDC have partnered in the past to construct or renovate approximately 24 affordable and market rate housing units during the past 11 years. The College and the CDC have been actively providing assistance to small and minority businesses for the past 22 years.

Throughout the past 16 years, the College has been engaged in comprehensive community development to include the development and/or rehabilitation of affordable housing and the implementation of community engagement programming. The proposed activities are an extension of the college's mission of service. In 2002, the College completed construction on a HUD and EDA funded facility (the Business Development Center) designed to provide comprehensive technical assistance and business incubation services to small and minority-owned firms located in the Columbia, SC area. Funding received from federal and local sources have enabled the College to play a key role in implementing housing and economic development efforts. Information required by the SuperNOFA regarding successful implementation, past performance and project outcomes is included in the response sheets and performance narratives. Benedict College has consistently exceeded established goals and maintained a record of high performance. The HUD 40076 HBCU Response Sheets and Performance Narrative forms detailing our past performance are located in the attachment section.

<b>Rating Factor 2: Need/Extent of the Problem (10 Points)</b>
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Benedict College has worked over the last 15 years to revitalize the Read Street/Waverly and surrounding communities. Approximately four years ago the College completed construction on a 25,000 sq. ft. Business Development Center which provides technical assistance and incubation services to area businesses. In 2006, Benedict College received another grant from HUD to renovate and convert a substandard vacant building for use as a Community Learning Center. A portion of a later HBCU award in 2007 was dedicated to establishing and implementing a micro loan program operated by the Benedict-Allen CDC to assist small business owners in communities surrounding the College and the Columbia Empowerment Zone. Our data indicated that there was significant need for those services in the limited target area located in Columbia, SC. During recent months, our research has revealed a need to expand these services to other communities outside of the Columbia area. The midlands region, consisting of the following counties, Richland, Lexington, Calhoun, Newberry, Fairfield, Saluda and Kershaw have all experienced significant job losses and increased business losses due to the current state of our economic climate. Low and moderate income persons have been impacted more severely than other socio-economic groups due to their limited skills, lack of access to business capital for startups or expansion and limited training or education to manage financial and housing crises as they present themselves.

In response to the difficult economic crisis that we are experiencing in Columbia and the surrounding region, we are proposing to implement a program that will expand three existing projects that will offer a new array of services in communities that currently do not have them.

The Benedict College Community Opportunities II (COP) program focuses on three key activities related to strengthening and improving the economic climate and employment

opportunities for residents of the seven county Columbia MSA and more specifically the Waverly/Read Street communities.

The proposed activities include the following: (1) provide assistance to a community-based development organization (CBDO) to carry out a community economic development activity to expand a micro loan program to seven distressed counties in the Columbia, SC MSA. (2) Conduct a special economic development activity to provide technical assistance to small and minority businesses located within the seven county Columbia, SC MSA. (3) Conduct a public service activity to provide housing counseling, job readiness training and placement assistance to low-to moderate income persons.

From the standpoint of business success, technical assistance and financial assistance go hand-in-hand, in other words they are two sides of the same coin. In 2006 a census data report showed significantly higher startup rates among minority and women-owned businesses received considerable publicity. Closer examination of data on small and minority businesses point to their vulnerability and areas of most need – money and technical assistance.

In an online article by Inc.com reporting on the 2007 Census Bureau information, Director [REDACTED] views the data as very positive indicating that “minorities have a history of micro businesses.” His rationale is that “smaller businesses have fewer barriers to entry.” Responding to [REDACTED], director of minority entrepreneurship with the Kauffman Foundation states that “startups have never been the problem” and warned that while the increased numbers of minority-owned businesses is encouraging “attention should also be paid to the long-term success of such businesses.

“Weak capitalization coupled with limited financial and management sophistication and a limited collateral base can stymie even the most determined of minority entrepreneurs”, states



[REDACTED], President and CEO, Business Resource Group (BRG), a California-based nonprofit that delivers small business education to entrepreneurs. Data developed by BRG on underserved businesses show that most minority small-business entrepreneurs lack three critical skill sets: 1) understanding the commercial credit process; 2) understanding the linkages between personal credit behavior and business creditworthiness and growth; and 3) knowledge of available business systems and financial tools to create and evaluate viable performance benchmarks or growth needs.

In a report commissioned by the U. S. Small Business Administration (April 10, 2007) minorities in business indicated a significant disparity in the approach used by White owned firms and Black and Native American owned firms. The majority of white firms financed their startups and acquisitions through business loans from banks, while their minority counterparts used business loans from the government or government-guaranteed bank loans. The data presented confirms our belief that minority-owned firms have limited access to capital with which to start or expand their business interest. Frequently, a lack of personal financial resources of any kind means that black businesses are almost totally dependent on the traditional credit-giving institutions.

According to the Urban Institute website significant barriers exist to the formation and growth of minority firms. In general, minority-owned firms are smaller in size and fewer in number than majority-owned firms. Major barriers to the formation and development of minority-owned businesses include:

- Lack of financial capital: minorities have lower incomes, fewer assets, and diminished access to business loans.

- Lack of social capital: minorities' access to business networks is limited, and their own family networks may be smaller or less valuable than those of their majority counterparts.
- Lower human capital endowments: minorities have less education and professional training, and their access to union and other apprenticeship programs is more limited.
- Minorities' access to lucrative, non-minority consumer markets is comparatively limited, due in part to historical patterns of residential segregation.

Each of these barriers has been produced and perpetuated, at least in part, by discrimination.

According to the U. S. Small Business Administration, October 2009 Small Business Profile for South Carolina small businesses employed almost half, 50% of the state's non-farm employees. Just as small businesses are an important source of new jobs for the state they have the potential to become a significant source of employment in low and moderate income communities. Recent census data show the extent of limited business ownership among African Americans in South Carolina generally and in the Midlands region specifically, substantiating the need for efforts to expand minority business ownership. (Note: The most recent data for the city of Columbia is county level data). Results from the 2009 Small Business Profile of Business Owners conducted by the U. S. Census Bureau indicate that there are approximately 287,197 small businesses in South Carolina. The 2008 American Community Survey census data estimates Blacks comprise 28.3% of the state's population, owned 9.8% of all firms and generated 2.3% of all revenue. In comparison, the remainder of target area shows great disparity between the number of residents and black business ownership. The 2008 census survey data provides the following estimates of black owned firms in the following areas: (Calhoun County) black owned firms less than 1%, black residents 45.7%, (Fairfield County) black owned firms 33.8%, black residents 56.8%, (Kershaw County) black owned firms 7.8%, black residents

25.8%, (Lexington County) black owned firms 5.5%, black residents 14.8% and finally, (Newberry County) black owned firms 11.8%, black residents 31.5%. The data presented documents the vast disparity between black population rates and business ownership. Of the total number of Black firms, 28,613 only 2,495 or less than 1% (.87) were employer firms. Indeed, this data overstate Black ownership since it excludes large corporations.

Census bureau data (2008) also indicate that while Blacks comprised 46.2% of Richland County's population, they owned only 17.3% of firms and generated only 13% of all sales. For the sake of comparison using somewhat older census data for the city of Columbia, in 1997, Blacks comprised 47% of the population and owned 13.2% of all businesses. They owned only 5.84% of firms with paid employees and generated less than 1% of all receipts. These data confirm that the types of intervention proposed by this project are critical to reversing the low rate of minority business participation and increasing their success.

Benedict College proposes to increase opportunities for home ownership and reverse the current decline by providing homebuyer education and foreclosure and delinquency counseling for current homeowners. Housing counseling services would be offered through the Benedict-Allen CDC, a HUD certified housing counseling agency. The target area will be expanded to include the seven county Midlands Region which encompasses the Columbia, SC Metropolitan Statistical Area (MSA).

The Columbia MSA has been devastated by the current housing crisis. Home foreclosure rates in SC are extremely high when compared to other states. In recent reports SC ranks eighth in the nation in the number of new foreclosures. The Southern Region and SC in particular has created many jobs in the housing industry and for low-income persons their homes serves as the single most valuable asset for many families. Data provided by Realty Trac, June 2010 indicated

that Richland County which encompasses the City of Columbia, 1 in every 316 housing units is currently in foreclosure as compared to 1 in every 17,678 just two years ago. Approximately 2,090 homes are currently in foreclosure in the county.

The table below illustrates the severe incidence of foreclosure in the Columbia, SC MSA.

Table 1. Foreclosure Rates for Select SC Counties as of June 2010

Number of Foreclosed Homes	Richland 2,090	Lexington 1,370	Newberry 100	Fairfield 48	Kershaw 90	Saluda 16	Calhoun 6	Statewide 22,251
Foreclosure Actions to Housing Units	1 in 277 Housing Units	1 in 219 Housing Units	1 in 2,182 Housing Units	1 in 270 Housing Units	1 in 270 Housing Units	1 in 2,103 Housing Units	N/A	1 in 316 Housing Units

In a study commissioned by national lender Freddie Mac, Inc. 2010, the three principal reasons for new foreclosures were unemployment or curtailment of income 41.5%, illness in the family 18.9% and excessive obligation (includes credit cards, time payment, auto loans, etc.) 10.3%. The loss of jobs in the area coupled with the proliferation of consumer debt and mismanagement is helping to fuel the current crisis. An additional contributor to the housing situation is subprime lenders making loans through third party brokers. Many third party originators use inexperience on the part of the consumer to charge excessive fees, points and other charges that eventually drive up the cost of loans for untrained consumers. A study of nearly 40, 000 Freddie Mac affordable lending loans found that borrowers receiving counseling had an average 19 percent lower delinquency rate. The study also found that the counseling method had a profound effect on rates: borrowers receiving individual counseling had a 34% reduction in delinquencies, borrowers receiving classroom education had a 26% and there was no evidence that telephone counseling mitigated risk. The increased foreclosures both nationally and locally have depressed housing sales in the target area. Consumer confidence has waned due

to the difficulties involved with obtaining a loan or qualifying with poor credit scores. In data provided by the SC Homebuilders Association, June 2010, housing starts in Columbia, SC are down by 20% from June 2009. The decrease in home building activity is having a ripple effect on the local economy and driving up unemployment rates.

The worsening economic crisis has left many residents of the Columbia Empowerment Zone without a source of employment. In data compiled by the SC Employment Security Commission (July 2010) unemployment rates for the Columbia, SC MSA were hovering at approximately 9.5% while statewide rates are 10.3%. In comparison select parts of the target area have rates in excess of 18%. In the Columbia Empowerment Zone current estimated data shows census tracts 9, 10, 13 and 106 with unemployment rates of 22%-26% respectively.

When we examine some of the causes of persistent unemployment, U. S. Department of Labor Report 1012 (March 2009), we find that there are several contributing factors to prevent low-income persons from achieving self sufficiency and gainful employment. They include:

- Criminal convictions and arrests that appear on employment background checks
- Access to affordable and convenient transportation
- Issues with driver's license suspensions and the high cost for reinstatement
- Wage garnishment and child support or other court-ordered obligations
- Poor work history or excessive job changes
- Poor or inadequate work skills, attitudes or work ethic
- Limited educational training or skill certification
- Lack of career planning and vocational education services for youth and young adults
- Limited access to job search engines and employment data bases to identify potential jobs.

When low-income job applicants encounter any combination of these barriers, their chances of obtaining gainful employment decrease significantly. The literature suggests that an organized approach to address the legislative, regulatory and educational barriers can significantly improve outcomes for persons seeking employment. Furthermore, in reports submitted to the U. S. Department of Labor (2007), job applicants that received some formal training in job search techniques and skills assessment service demonstrate a 30% increase in finding employment over applicants that had not received any assistance.

The applicant proposes to address these problems by providing micro-enterprise loans to small businesses, technical and management training to business owners and job readiness training and homebuyer education classes to prepare consumers to obtain low cost mortgages and purchase their asset dreams.

<b>Rating Factor 3: Soundness of Approach (43 Points)</b>
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**3 a. Quality of Work Plan (24 points)**

Benedict College and the Benedict-Allen Community Development Corporation propose to expand our program of comprehensive community economic development within the Columbia Empowerment Zone and Columbia, SC Metropolitan Statistical Area (MSA). The proposed project represents a second phase of community development services and an expansion of those services to needed communities that surround Columbia, SC. The project consist of three activities: (1) provide assistance to a community based development organization (CBDO) to carry out a community economic development activity to expand a micro loan program to serve a seven county target area in the Columbia, SC MSA. (2) Conduct a special economic development activity to provide technical assistance to small and minority businesses located within the seven county Columbia, SC MSA. (3) Conduct a public service activity to provide housing counseling, job readiness training and placement assistance to low and moderate income persons.

The proposed activity 1 is eligible under the HUD Community Development Block Grant Act as assistance to community based development organization (CBDO) to promote neighborhood revitalization, community economic development or an energy conservation project. The CDC will promote community economic development by expanding the micro-enterprise loan fund to assist low-income and minority business owners in a seven county distressed target area. Activity 2 will be implemented through a joint partnership with the Benedict-Allen CDC and the Benedict College Business Development Center. The staff will build the capacity of small and minority businesses by providing technical and management assistance and entrepreneurship training to businesses located in the seven county Columbia, SC

MSA. This activity is eligible under special economic development activities as described in 24 CFR 570.203. The final activity 3 is an eligible activity under the HUD Community Development Block Grant Act as a public service activity such as those general support activities that can help to stabilize a neighborhood and contribute to sustainable redevelopment of the area. The Benedict-Allen CDC will provide housing counseling/homebuyer education services and job readiness training and placement assistance to low income residents of the Columbia Empowerment Zone to reduce foreclosure rates, promote homeownership and reduce the severe levels of unemployment for area residents.

**3a. (1) Specific Activities (20 points)**

**Activity 1:** Provide assistance to a community based development organization (CBDO) to carry out a community economic development activity to expand a micro-enterprise loan program to serve a seven county target area in the Columbia, SC MSA.

**(a) Identify the method/planning strategy used during the development of the project for this application and when the planning began.**

Benedict College and the Benedict-Allen CDC have been engaged in the provision of technical assistance to small and minority businesses for over 18 years through the College's former Economic Development Technical Assistance Center (EDTAC) program and the current Business Development Center. The College's partner, the Benedict-Allen CDC has been operating a micro-enterprise loan fund in the Columbia Empowerment Zone for approximately two years. To prepare for this activity in 2007, the CDC completed a comprehensive market analysis of small business needs in the Columbia area. Twenty business and community leaders from throughout the target area were interviewed and their input was compiled in a report that was used to develop the proposed activity. In November 2009, the CDC Executive Director, [REDACTED]



██████████, participated with the regional planning agency Central Midlands Regional Council of Governments (COG), which coordinates planning activities for 14 local governments. He participated as part of their working committee to prepare the 2009-2010 Comprehensive Economic Development Strategy. As a part of that effort, ██████████ worked with COG officials and Richland County Government staff to identify economic trends, job forecasts and funding strategies to address business investment, housing development and job growth within the Columbia, SC MSA. In subsequent meetings in May 2010 and July 2010, the report was completed and submitted to the U. S. Department of Commerce EDA division. The program staff for the proposed project used data obtained by the COG, local business leaders and business owners to develop the work plan and strategy contained in the proposal.

The activity discussed herein allows the College to expand its mission of service into previously unserved communities by providing research, services and financial assistance to address significant community problems. The community will benefit through the jobs and economic activity generated by the increased spending on investment made by target area businesses.

**(b) Describe the process that will be utilized to implement and manage the proposed activity.**

Benedict College will utilize its partner the Benedict Allen CDC to operate the expanded micro-enterprise loan program. The College and CDC have been working together for approximately three years to plan and implement the basic loan program in the surrounding communities near the College. Recently, the College placed the CDC operational unit in the division of Academic Affairs and specifically within the School of Business and Economics. The Dean of the school, ██████████, will provide oversight and assistance to staff in

coordinating all phases of the program including the lending process, loan servicing and technical assistance to applicants and borrowers. [REDACTED], Executive Director, will be responsible for directing staff, marketing and outreach and ensuring that program policies and goals are met.

Final oversight will be provided by the CDC's Board of Directors which is chaired by Benedict College President [REDACTED]. The board which is made up of community members, business leaders, college faculty and staff meet bi-monthly to review the agency progress and guide CDC program implementation efforts.

**(c) Describe each proposed project activity in measurable terms.**

Benedict College and the Benedict-Allen CDC will expand a micro enterprise loan fund titled the Benedict Minority Revolving Loan Fund (BMRLF). The program is designed to assist small and minority businesses by financing start ups and expansion. The CDC will provide commercial business loans to small and minority businesses located in the seven county Columbia, SC MSA with a specific focus on firms that will create jobs or opportunities for low-income persons. The loans will be used to purchase equipment, finance working capital or inventory and supplies for small businesses. Non-traditional and low-income borrowers are being targeted through this program. Throughout the project the CDC will provide information and assistance to a total of 60 business owners during the 3 year project period.

We will complete a minimum of 30 loan applications and make at least 15 loans to qualified small and minority businesses by the completion of the project. The CDC is partnering with local government organizations and other community based entities to reach businesses in rural areas and communities that lack access to these services. The program staff and loan committee have received extensive training and technical assistance during the past two years

from the Opportunity Finance Network, a nationally recognized community finance consultant and are capable of effectively implementing this activity. The Benedict-Allen CDC was recently awarded a grant for \$[REDACTED] from Bank of America (a copy of the commitment letter is available upon request) to continue our efforts to implement the loan program, and these funds will be used to extend those services. Benedict College will utilize funding from this project to invest additional capital into the fund for lending purposes. The CDC will begin marketing the loan program and its services to the expanded targeted communities by January 2011.

The loans provided through the fund will target growth industries including construction, health care, and service related firms that project to create jobs for low and moderate income persons. Research has shown that most small business owners lack the necessary management skills to effectively operate or expand their businesses. To address this issue, the CDC is partnering with the College to provide supportive services and training to borrowers.

Technical assistance and training will be provided to loan applicants and borrowers through the Benedict College Business Development Center and the College's School of Business and Economics. Business owners will receive one-on-one counseling, entrepreneur training management and task specific technical assistance in operations, loan packaging accounting and marketing, etc. to increase their management skills while improving their efficiency and ensuring the success of their businesses throughout the program period. A minimum of 30 business owners will receive technical assistance to prepare packages to apply for loans from the fund. Each borrower that receives a loan from the fund will be required to participate in the technical assistance program and encouraged to hire a low income worker to promote job growth. The Business Development Center and CDC staff will meet with borrowers monthly to review their financial statements and operation plans and provide follow-up

assistance to business owners and guide their growth. Finally, to promote the sustainability of the loan program, the staff will seek additional loan capital by seeking certification as a Community Development Financial Institution (CDFI) through the U. S. Department of Treasury. The certification will make the program more attractive to banks and other investment entities. The strategy of assisting small business owners with technical assistance and financing provided by the applicant, will promote economic growth within the targeted communities, increase individual wealth and lead to job creation.

**(d) & (e) Identify the major tasks required and key staff**

Tasks	Timeline (months)	Staff
Assemble staff and obtain environmental clearance from HUD	1-6	Program Director, Program Assistant
Capitalize the micro-loan fund	1-6	Project Director, Program Assistant
Complete technical assistance agreement and training program with Business Development Center and Program Consultants	1-6	Program Director, Director, Business Development Center, Program Assistant, Dean, School of Business and Economics
Identify and recruit applicants for the loan pool from the expanded target communities and provide information to a minimum of 60 business owners on loan services	6-36	Project Director, Program Assistant
Complete a minimum of 30 loan applications and make at least 15 approved loans for businesses	6-36	Project Director, Program Assistant, Business Development Center Staff & Program Consultants
Provide technical assistance to a total of 30 (loan applicants, borrowers) program participants	6-36	Program Assistant, Director, Business Development Center, Program Consultants
Assist businesses with hiring a minimum of 5 low income workers	6-36	Program Assistant, Director, Business Development Center, Dean, School of Business & Eco.
Service loans and evaluate program and prepare progress reports	6-24	Program Director, Program Assistant, Faculty Consultant

**(f) How the activities meet CDBG national objectives**

The activity provides aid and benefits to low income persons by assisting low-income business owners with much needed capital and technical assistance to start a new venture or expand their current business operation. A related benefit for low-income persons is the creation of 5 new jobs through the businesses that receive loans or technical assistance from the fund.

**(g) Describe measurable impact**

The creation of a microloan pool will increase the availability of capital throughout the target area for small and minority businesses. As a result of the project the staff will host a minimum of 3 outreach workshops to recruit potential loan applicants and at the conclusion of the program a minimum of 60 business owners will have received information regarding applying for the loan program and financing their business. In order to identify and recruit the best qualified borrowers, the program staff will complete 30 applications for the loan program. The individual applicants will increase their knowledge of the lending process for commercial loans and they will each have a completed loan package which may be submitted to other financial institutions to seek financing. Fifteen low-income business owners will have increased knowledge of current business management techniques, accounting, marketing and loan preparation through the technical assistance that will be provided by the Business Development Center and program staff. At the conclusion of the program, a minimum of 15 business owners will have received loans to start or expand their businesses. The program staff will document the increase in the value of each business. Finally, the combination of financial and technical assistance will be given to a select number of businesses which will create at least five new jobs for low-income persons.

**2(a) Describe clearly how each proposed activity will expand the role of the institution in the target community: (4 points)**

Over the past decade, Benedict College has been actively involved in community development and the revitalization of distressed communities. The activities discussed herein allow the college to expand its mission of service by providing research, and assistance to address significant community problems. This activity also will allow the college to integrate faculty and students into the business community to teach state of the art business practices to new and emerging business owners. The provision of loans to small business clients will allow the institution to examine lending practices and procedures that encourage business growth in distressed communities.

**2(b) Address the needs identified in Factor 2, Need/Extent of the Problem**

The provision of a micro loan fund will allow the college to address the needs identified in Rating Factor 2 by providing a source of capital for businesses which is not currently available within the expanded target area and by promoting business growth and increasing the skills of minority business owners.

The Needs Section provides detailed data highlighting the myriad of obstacles that small and minority businesses encounter. The vast majority of entrepreneurs in the target area cannot qualify for traditional bank loans based on existing credit scoring criteria and restrictive lending practices. This obstacle can only be overcome if access to alternative sources of capital such as a micro-loan fund are provided. The Benedict College COP II Program will help to address the lack of accessible capital to small and minority business through the Benedict Minority Revolving Loan Fund thus providing the potential for promoting business growth and the creation of new jobs in the midlands region of SC.

**2(c) Relate to and not duplicate other activities in the target area**

There are no other similar programs in the proposed target area. The Benedict Minority Revolving Loan Fund will provide financial services to minority businesses that do not have access to non-traditional capital within the target area. The loan fund services will complement other technical assistant activities that are being offered by SBA, and the Minority Business Development Agency (MBDA). The loans made to business owners will enable them to properly finance startups, expansions and equipment purchases and encourage local business growth.

**b. Involvement of the faculty and students (2 points)**

Benedict College faculty and students will be involved in this activity by providing technical and management assistance and entrepreneur training to business owners through the CDC's partner the Benedict College Business Development Center and the college's School of Business and Economics. Faculty will assist businesses with accounting, management training and individual technical assistance. Students will be assigned through the Business Development Center to help new business start-ups prepare business and marketing plans. Banking and Finance students will also work with program staff to process and service loans.

**c. Involvement of the community (3 points)**

The CDC's loan committee and program advisory group consist of local residents, business owners and concerned citizens; they provide input into the program and assist with outreach and recruitment of borrowers. The CDC Board of Directors consist of local residents, business leaders and college staff which will provide direct oversight to the loan fund and program staff, they also provide citizen input into the policies and procedures that guide the program. Business and community leaders (local banks, community presidents) are poised to assist the outreach staff with identifying small business owners in rural communities within the target area.

**3a. (1) Specific Activities**

**Activity 2:** Conduct a special economic development activity to provide technical assistance to small and minority businesses located within the seven county Columbia, SC MSA.

**(a) Identify the method/planning strategy used during the development of this application.**

Benedict College and the Benedict-Allen CDC have been engaged in the provision of technical assistance to small and minority businesses for over 18 years through the College's former Economic Development Technical Assistance Center (EDTAC) program and the Business Development Center. The College's partner, the Benedict-Allen CDC has been operating a micro-enterprise loan fund in the Columbia Empowerment Zone for approximately two years. To prepare for this activity in 2007, the CDC completed a comprehensive market analysis of small business needs in the Columbia area. Twenty business and community leaders from throughout the target area were interviewed and their input was compiled in a report that was used to develop the proposed activity. In November 2009, the CDC Executive Director, [REDACTED]. [REDACTED], participated with the regional planning agency Central Midlands Regional Council of Governments (COG), which coordinates planning activities for 14 local governments. He served as a part of their committee to prepare the 2009-2010 Comprehensive Economic Development Strategy. As a part of that effort, [REDACTED] worked with COG officials and Richland County Government staff to identify economic trends, job forecasts and funding strategies to address business investment, housing development and job growth within the Columbia, SC MSA. In subsequent meetings in May 2010 and July 2010, the report was completed and submitted to the U. S. Department of Commerce EDA division. The program staff for the proposed project worked with the data obtained by the COG, local business leaders and business owners to develop the work plan and strategy contained in the proposal. Additional



data was obtained from a survey of Business Development Center clients conducted by former Business Development Center Director, David Palmer. The survey identified the development of business plans and marketing assistance as significant barriers to the growth of small businesses in the area. The program staff also compiled data provided by the Association for Enterprise Opportunity (AEO) and the National Business Incubation Association (NBIA) program which identified overhead and operational costs as factors in the success of small businesses. We currently provide incubation services to twelve small business owners which in turn lowers their operational cost. In addition to the reduced overhead, we provide administrative, clerical and technical assistance to strengthen each business entity.

The activity discussed herein allows the College to expand its mission of service into previously unserved communities by providing research, technical assistance and financial assistance to address significant community problems. The community will benefit through the jobs and economic activity generated by the increased spending on investment made by target area businesses.

**(b) Describe the process that will be utilized to implement and management the proposed activity.**

Benedict College has been providing technical assistance to small and minority businesses through its Business Development Center for approximately 8 years in the Columbia area.

In 2010, the Benedict-Allen CDC and Business Development Center were integrated into the Division of Academic Affairs under the College's School of Business and Economics. The integration of both programs into the School of Business and Economics provides the College an opportunity to assign trained faculty and students to assist with the provision of technical

assistance, business training and research for the clients of the proposed program. The Dean of the School of Business, [REDACTED] will provide oversight to all business training activities and the new director of the College's Business Development Center, [REDACTED] [REDACTED] will direct the entrepreneur training classes, student interns and faculty associates that will be assigned to assist business clients. The CDC program staff will work in concert with the staff at the Business Development Center and School of Business and Economics to offer training and assistance. The program director, [REDACTED], will be responsible for ensuring that all program tasks are completed and that reports and documentation are maintained in accordance with College and HUD policies.

**c. Describe each proposed project activity in measurable terms**

Business stability and longevity in the target area are frequently compromised by numerous problems, i.e., under-capitalization, lack of managerial expertise, and lack of general understanding of the totality of the business and industry they choose to pursue. Many existing businesses are moving out of the area; those remaining are not expanding, and many have closed due to the current economic crisis. Although there is a large labor force located within the targeted region, many of these persons have little education and few marketable work skills. Thus, many prospective businesses that move to the Columbia area do not consider the rural counties and communities as suitable for locating. This has caused property values around the region to plummet lowering the quality of life for most of the area's residents.

The Benedict College Business Development Center (BCBDC) will provide a growth oriented, secure, nurturing, and supportive environment that assists would be entrepreneurs and business owners in the formation, development and expansion of new enterprises and services to ensure their sustainability and success. Benedict College will partner with the Benedict-Allen

CDC to manage the program and offer micro-enterprise loans to small and minority businesses. The Business Development Center will provide services to small business owners in the seven-county Columbia, SC MSA. Business school faculty, program consultants, student interns and program staff will conduct outreach services (workshops, presentations, etc.) in the surrounding communities to recruit potential clients. Business Development Center incubator tenants will also receive training and assistance. A state of the art training center with classrooms, meeting rooms and private conference areas has been developed by the college with funding support by previous HUD grants. The facility will serve as the hub for all training activities, but digital lectures and workshops in the targeted communities will be made available to promote accessibility to business owners. The training and technical assistance will be delivered in the following method:

1. One-on-one counseling to individuals, businesses, and incubator tenants in the following areas: (ongoing)
  - Identifying target market research/ Market Analysis
  - Business Plan Development
  - Accounting
  - E-Commerce/Use of Social Media
  - Marketing Plans
  - Loan application packaging
2. Two workshops per year covering:
  - Business Plan Development
  - Marketing Strategies
  - Bookkeeping/Small Business Accounting

- Business Management
- Entrepreneurship

3. Two seminars per year on financing your business:

- Small business finance
- Expanding your business
- Advantages and disadvantages of each of the legal forms of business

4. Assisting business clients with research and product development and data gathering and interpretation.

There is a vital and immediate need to stimulate and build capacity for new and existing businesses throughout the seven-county target area through comprehensive economic development initiatives that increase the business skills of entrepreneurs.

The technical assistance will be provided by experienced consultants, Benedict College undergraduate students in the School of Business and Economics, and faculty associates from Benedict College. The table below will define our strategy for implementing this activity.

Description of Program Activity and Delivery Strategy

Activity /Task Description	Community Needs Addressed by Activity	Number of Persons to be Served	Delivery Strategy
Activity #2 Build the capacity of small and minority businesses through technical assistance and entrepreneurial training	-Increase economic development in the target area through business technical assistance	70 Persons	Individual technical assistance, small group entrepreneur training workshops, seminars ongoing throughout the 36 month period
Sub Tasks Provide to business owners	-Increase the management skills of	40 Persons	Business Dev. Center will conduct 6 training

entrepreneurial training to business owners	business owners		sessions to train business owners during the 36-month period
Sub Task Provide individual technical assistance, workshops and seminars to business owners	-Increase the management skills of business owners -Promote economic development	30	Business Dev. Center will provide technical assistance to business owners through individual counseling, workshops and seminars
Sub Task Increase the capacity of business clients through technical assistance	Creation of livable wage jobs through business expansion	5 Persons	Business Dev. Center Staff Counseling by the end of the 36-month period

**(d) & (e) Identify the major tasks required and key staff**

<b>Tasks</b>	<b>Timeline Months</b>	<b>Key Staff</b>
Identify and recruit business clients, tenants, market Business Development Center services and identify and secure consultants and faculty to provide technical assistance and supportive services	1-36	Program Director, Dean, School of Business, Director Business Development Center, BDC staff, consultants, faculty students
Complete technical assistance agreements or contracts with providers and provide technical assistance and training to 70 clients and incubator tenants	1-6	Director Business Dev. Center, BDC staff, Dean, School of Business, consultants, faculty and students
Conduct annual seminars, individual counseling and workshops for 30 businesses on business plan development, marketing, business accounting and finance	1-36	Director Business Development Center, BDC and CDC staff, faculty, program director
Conduct entrepreneur training sessions for 40 business clients	1-36	Director Business Development Center, BDC staff, Program Director, faculty
Complete environmental assessment and obtain HUD authorization for program activities	1-6	Program Director, Program Coordinator
Assess incubator tenants and conduct graduation/completion ceremony	6-36	Director, Business Dev. Center, Program Director, Dean, School of Business
Prepare program reports, evaluate program and disseminate results	1-36	Program Dir., Dir. Business Dev. Center, Program Coordinator

**(f) List and describe how each activity meets one of the following CDBG program national objectives**

Activity 2 addresses the CDBG national objectives by providing aid to low to moderate income persons. The program will assist low income business owners by increasing their business management skills and assisting them with identifying and obtaining low cost incubator office space and supportive services to increase their chances for business success. An additional benefit will result from the jobs created for low and moderate income persons that will be created through the businesses participating in this program. Finally, quality of life for residents in the low income target area will also be increased by promoting economic development through the expansion of new businesses into the target communities to provide services.

**(g) Describe the measurable impact**

Benedict College has significant experience assisting small businesses. In 2002 we began operating the Business Development Center which provides technical assistance, incubation services and information to business owners throughout the Midlands region and the state of South Carolina. Through the project, we expect to have a minimum of 40 business owners complete the entrepreneur component an additional 30 business owners will complete the general technical assistance component which consist of individual counseling, workshops and seminars, as a result a total of 70 business owners will complete the program during the 36-month period. The assistance provided will result in the creation of new start-up businesses or the expansion of existing businesses. The technical and management assistance component will serve to increase the knowledge and management skills of small and minority business owners throughout the target area. Program staff will work directly with several business owners to grow

their businesses and create five jobs for low to moderate income persons. The new jobs will increase the personal wealth and improve the quality of life for local residents through earned income and increased commerce. Finally, the project staff will document the increase in economic activity throughout the target area which will be created through this effort.

**(2) Describe clearly how each proposed activity will: (4 points)**

**(a) Expands the role of the institution in the community**

The program will expand the institution's reach into the community and allow the College to integrate faculty and students into the business community to provide cutting edge solutions to common business problems.

**(b) Address the needs identified in Factor 2, Need/Extent of the Problem**

Research confirms that minority business owners particularly African Americans encounter significant obstacles to business development. A considerable amount of this data is detailed in the needs section of this proposal. Benedict College believes that if efforts were made to enable small and minority businesses to overcome the main obstacles to their economic development, the business owners would be in a position to make a more positive economic contribution to their local economies and to the wider national economy.

The Business Development Center will provide direct incubation, technical and management assistance to low-income business owners to increase their skills and build their capacity which will reverse the decline in business growth in the Columbia, SC MSA. The comprehensive assistance provided through this project will create 5 new jobs for low-income persons.

The workshops, seminars and training services will directly address the lack of management skills that most of our target population lacks. We intend to build that capacity by

increasing their efficiency through training and planning by increasing their productivity and ultimately their profitability.

**(c) Relate to and not duplicate other activities in the target area**

We will establish relationships with other service providers in the target area to reduce duplication and improve the delivery of service to business clients. The program that we have designed can provide assistance to small and minority businesses throughout the target area. The South Carolina Statewide Minority Business Development Center (MBDC) managed by DESA, Inc serves mature business clients with annual revenues in excess of [REDACTED]. They provide initial counseling, government and private sector contracting assistance, financial management, and assistance with more complex issues such as international trade and franchising. By partnering with DESA and other similar organizations, we can obtain referrals and be able to focus our services on new and emerging businesses that need more comprehensive and individualized technical assistance, thus avoiding any duplication.

**b. Involvement of faculty and students (2 points)**

College faculty and students will assist with providing technical and management assistance to business owners. [REDACTED] Dean of the School of Business at Benedict College, will counsel business owners on legal and management issues. [REDACTED], Assistant Professor and Director of the Business Development Center, will train business owners using QuickBooks and other accounting systems. Intern students from Benedict College will assist the Project Director and the Director of the Business Development Center by developing business and marketing plans for start-up enterprises.

**c. Involvement of the community (3 points)**



We will solicit program input through advisory and local citizen groups to identify specific business related services, the college will recruit business owners from the region to serve on panels to develop policies and programs for clients that are needed for the program. We will survey clients to identify the types of workshops that will be beneficial to our program participants. We will also provide opportunities for existing entrepreneurs to share their experiences on overcoming obstacles to start their businesses. The workshops and seminars will empower each owner with information to increase their business management skills. The program will directly increase the management skills of low-income business owners.

**3a. (1) Specific Activities**

**Activity 3:** Conduct a public service activity to provide housing counseling, job readiness training and placement assistance to low-to moderate income persons.

**(a) Identify the method/planning strategy used during the development of the project for this application and when the planning began.**

The staff at Benedict College and the Benedict-Allen CDC have been actively working with local government and community leaders to address the needs of the targeted communities through planning and service. Program director, [REDACTED] participated in roundtable discussions with city and regional planners to include City of Columbia and Richland County Government and Central Midlands Regional Planning agencies to develop the City and Regional Comprehensive Plans (May 2010). The events were held in several sites throughout the City and surrounding counties which allowed low-income residents, business leaders and community residents to provide input into issues regarding affordable housing, job creation and infrastructure improvement. Local community groups in the CDC's principal target community

(Waverly/Read Street area) were involved in the City of Columbia's consolidated planning effort.

The strategies discussed in the narrative section under rating factor 3 Quality of Work Plan are addressed in the City Consolidated Plan for housing. The plan calls for the expansion of housing opportunities for low income persons. The regional consolidated plan for 2010 specifically addresses the need for partnerships between businesses, higher education, local government and non-profits to increase job opportunities for area poor and disadvantaged citizens. Recently, the Program Director and Dean of the College's School of Business, [REDACTED], participated in planning sessions sponsored by Columbia Housing Authority to redevelop affordable housing units located near Benedict College. These efforts to coordinate the redevelopment of the surrounding community will result in a safer, affordable and more livable community for both the college's students and the low-income residents of the Waverly community.

**(b) Describe the process that will be utilized to implement and manage the proposed activity.**

In 2010, the Benedict-Allen CDC and Business Development Center were integrated into the Division of Academic Affairs under the College's School of Business and Economics. The integration of both programs into the School of Business and Economics provides the College an opportunity to assign trained faculty and students to assist with the provision of training and research for the clients of the proposed program. The Dean of the School of Business, [REDACTED], will provide oversight to all training activities. The CDC program staff will work in concert with the staff at the Business Development Center and School of Business and Economics to offer training and assistance. The program director, [REDACTED], will be

responsible for ensuring that all program tasks are completed and that reports and documentation are maintained in accordance with College and HUD policies.

**(c) Describe each proposed project activity in measurable terms.**

In many low-income and distressed communities the availability of safe decent and affordable housing is limited. The lack of sufficient financial resources or knowledge with which to purchase or maintain a home is a persistent problem experienced throughout the nation. The recent economic recession has increased the rates of foreclosed homes, and job losses throughout the proposed target area located within the Columbia, SC MSA.

The applicant proposes to address this problem by employing the following strategy. Benedict College will provide pass-through funding to a Community Based Development Organization (CBDO) to implement a public service activity to provide neighborhood revitalization service to include homebuyer education, housing counseling, job readiness training and financial literacy education to low-income residents of the Columbia, SC MSA.

To increase homeownership and reduce foreclosures, the Benedict-Allen CDC will offer housing counseling services to residents of the seven-county Columbia, SC MSA to include (Richland, Lexington, Calhoun, Saluda, Newberry, Kershaw and Fairfield Counties). The services will be delivered through one on one counseling with HUD certified counselors, homebuyer education classes (2 classes per year) foreclosure and delinquency classes (1 per year). The housing classes will be marketed to the public using public service announcements (PSA's), flyers, internet web sites and links to HUD and other similar agencies. We will also conduct outreach presentations at housing fairs and community events to inform potential clients of the housing services. Homebuyer workshops will be held at the Benedict College Business

Development Center, Community Learning Center and at two outreach sites that will be established in rural communities. Workshop topics will include:

- Selecting a real estate broker, Improving credit, Mortgage lending process, and Real estate closing process

Partnerships with other providers, mortgage lenders, banks, attorneys have already been established and they will be available to provide expert advice to the participants. A total of 100 clients will complete homebuyer classes during the three year project period. Our research shows that classes will increase the participants' knowledge of the home buying process and make them better consumers when shopping for financing. At the conclusion of the homebuyer training, each participant will receive a certificate of completion which will qualify them to receive down payment assistance from local lenders.

Foreclosure rates in the midlands region of SC are up 30%; to reduce the incidence of foreclosure, the CDC will provide individual and small group foreclosure counseling to area residents and assist them with preparing workout plans, forbearance and other solutions to final foreclosure. We will conduct a minimum of one foreclosure workshop per year for the duration of the 36 month program period. The presentations will cover the foreclosure process, credit and money management, negotiating with lenders, fair housing issues and special programs and services. By the conclusion of the program, we plan to serve a total of 50 clients in delinquency or facing foreclosure. Through counseling and other educational services, we will assist a minimum of 15 persons to purchase a home and provide housing counseling services to a total of 225 persons during the 3 year project period. The result of the housing activities will reduce foreclosures in the target area, equip potential homebuyers with the tools necessary to purchase their homes and finally to increase homeownership rates.

To support the skills enhance component of the program, the CDC will also offer financial literacy training to residents of the target area. The program will be included as a part of the agency's Individual Development Account (IDA) Program. Low income participants will be recruited and participate in 20 hours of direct financial literacy training. Classes **will be** held on alternating Saturdays to make them accessible for a period of 10 weeks. Presenters from banks, the College's School of Business, and financial counselors will discuss a myriad of topics to include credit and money management, basic banking, investments, insurance, loans and other topics. To ensure that we have a sound curriculum, we have partnered with the U.S. Treasury Department's FDIC program to utilize the Money Smart Consumer Education Curriculum. At the conclusion of the financial literacy training, each participant will receive additional training either in the homebuyer education classes, entrepreneur classes (conducted by the college) or post secondary education classes. While they are in the program, they are required to save a minimum of \$50 per month which is matched with \$3.00-\$1.00 that they contribute through a partnership with the SC Association of CDC's. The accounts will be matched up to \$3,000 which must be used to purchase a home, start or expand a business or pursue career education.

The CDC will offer two training classes per year for a total of six during the three year project period. A total of 72 clients will complete the training during the 36-month project period and receive certificates of completion. The results of the IDA financial literacy training will increase budget and money management skills, and increase household wealth for each participant that completes all phases of the training.

To reduce unemployment rates, the applicant proposes to conduct job readiness training for residents of the Columbia Empowerment Zone. In rating factor 2, we found that current rates of unemployment exceed 20% while other areas in the midlands region have rates below 10%.

A contributing factor to the disparity in rates includes the lack of job skills, work ethic, transportation and access to job search information and assistance.

Benedict College and the CDC have conducted several employment training initiatives during the past 15 years to include two HUD funded YouthBuild programs, three SC Department of Transportation funded activities and a \$4.5 million demonstration program funded by the U. S. Department of Labor that served over 400 non-custodial parents. We propose to recruit a total of 40 low income young adults that unemployed or underemployed and provide them with job readiness training, placement assistance and supportive services. The participants will be recruited through partnerships with local agencies, community groups, churches and a partnership with the local Workforce Investment Agency (WIA). WIA will provide skills assessments using the work keys program and they will be enrolled into the project. Emphasis will be placed on recruiting mothers with dependent children and non-custodial parents. A partnership with a national provider STRIVE USA (Support and Training Result in Valuable Employment) has been initiated to provide proven training techniques to ensure a successful outcome. STRIVE will conduct two four weeks training classes for a period of two years during the overall project period. The classes will be held in the College's Community Learning Center using state of the art training equipment. They will receive attitude training, soft skills, GED preparation and other services to enhance their work skills. A total of 40 participants will complete the training during the 24-month project and each person will receive job placement assistance. The participants will be taught how to conduct internet job searches using center resources and each student will receive a certificate of completion. The CDC program staff will provide follow up to each participant for the final year of the 36-month project period to track outcomes. The provision of training will increase employment opportunities for participants and

we expect a minimum of eight clients, 20% to obtain employment by the conclusion of the program.

<b>Activity/Task Description</b>	<b>Community Needs Addressed by Activity</b>	<b>Number of Persons to be Served</b>	<b>Delivery Strategy</b>
Activity 3. Conduct a public service activity to provide housing counseling, job readiness training and placement assistance to low-to moderate income persons.	-Benefit low and moderate income persons	N/A	The Benedict-Allen CDC will serve as the program manager to offer training and workshops
Sub Task -Housing Counseling	-Increase homeownership -Reduce foreclosure rates -Increase homebuyer knowledge	225	The CDC will conduct -One on one counseling -Homebuyer classes -Foreclosure workshops
Sub Task -Homebuyer Education classes	-Increase knowledge of homeownership process -Increase homeownership	100	Conduct 2 workshops Per year, total 6 during 36-month period
Sub Task -Individual pre-purchase homebuyer counseling	-Increase knowledge of homeownership process -Increase homeownership	75	The CDC will provide individual counseling services to potential homebuyers using HUD approved curriculum. Each client will receive a minimum of 8 contact hours of counseling.
Sub Task -Foreclosure Counseling	-Reduce home foreclosures -Increase homebuyer knowledge of the foreclosure process	50	-The CDC will provide individual counseling to 25 clients facing foreclosure. -The program staff will conduct 1 foreclosure workshop per year for a total of 3 and serve 25 clients.
Sub Task Assist buyers with purchase of home	-Increasing homeownership	15	Program staff will assist homebuyers through counseling, education and obtaining mortgage financing

Sub Task -Provide financial literacy (IDA) training	-Increase the budget and money management skills of participants -Increase individual household wealth	72	The CDC will conduct 2 financial literacy training classes per year for a total of 6
Sub Task -Assist financial literacy clients with purchasing their asset goals	-Increase individual household wealth	30	-Secure matching contributions from SC Assoc. of CDC's for client savings accounts -Issue completion certificates to participants
Sub Task -Provide job readiness training and placement assistance to low income area residents	-Reduce the rate of unemployment -Increase the employability skills of each participant -Create jobs	40	The CDC will contract with STRIVE Columbia to provide job readiness training and placement services to young adults from the Columbia Empowerment Zone
Sub Task -Place participants in unsubsidized employment	-Create jobs	8	Provide placement assistance to program participants for up to 2 years

**(d) & (e) Identify the major tasks required and key staff**

Tasks	Timeline (Months)	Staff
Assemble project staff	1-6	Program Director
Complete HUD Environmental Assessment and other regulatory approvals	1-6	Program Director, Program Coordinator
Identify providers, secure program consultants and complete contracts and agreements for services & training	6-36	Project Director, Program Coordinator
Conduct outreach and marketing activities to recruit program participants	6-36	Program Director, Housing Coordinator, IDA Program Coordinator
Recruit and train homebuyers and provide housing counseling	6-36	Housing Program Coordinator
Recruit and train financial literacy and job readiness participants	12-36	Project Director, Program Coordinator, IDA Program Coordinator, Program Asst.



Complete training and education activities (homebuyer, financial literacy, job readiness)	12-36	Project Director, Program Coordinator, Program Assistant
Prepare project reports, evaluate project and submit final report	6-36	Consultant, Project Director, Housing Coordinator, Dean, School of Business & Economics

**(f) List and describe how each activity meets one of the following CDBG program national objectives**

This activity meets the CDBG national objective by aiding in the prevention or elimination of slums or blight and it provides benefits to low-moderate income persons. Unemployment residents will obtain the skills necessary to secure employment. A minimum of 8 low-income persons will secure permanent unsubsidized employment and 30 low-income financial literacy participants will receive financial matching funds to purchase their asset goal, thereby increasing their personal household wealth. Low and moderate income persons also benefit directly by receiving housing counseling, homebuyer training and 15 buyers will increase their individual wealth by receiving assistance to secure a mortgage to purchase homes.

**(g) Describe the measurable impact**

By providing assistance to a community based organization the applicant will partner with the CDC to promote community revitalization and increase affordable housing by making buyers more informed and increase their chances of purchasing a home. The applicant will provide homebuyer education and housing counseling to a minimum of 225 low-income persons by the end of the program period. The participants will have a thorough understanding of the home buying process, financing and selecting a real estate broker. Each participant will receive a homebuyer manual for future reference. At the conclusion of the training, they will receive a certificate of completion from the program which will assist them to become pre-qualified for purchase. Fifteen participants will qualify to purchase affordable homes. Additional buyers will

be pre-qualified to purchase affordable homes that are being constructed in the target area. Each new homebuyer must obtain a certificate of completion for the homebuyer training course which will make them eligible to receive down payment assistance from other local sources. Documentation of homebuyer training, closing documents and mortgage finance approval letters will be maintained in the clients' files throughout the program.

**(2) Describe clearly how each proposed activity will: (4 points)**

**(a) Expand the role of the institution in the community**

The proposed assistance to the Benedict-Allen CDC to manage the program and provide homebuyer training in the Columbia Empowerment Zone and the expanded MSA target area continues the very positive role of Benedict College in the redevelopment of distressed communities. The project also extends the reach of the college into the surrounding counties by providing homebuyer training throughout the MSA. This activity also introduces and utilizes education and training as a tool in the revitalization of low-income and distressed communities.. These strategies can be used in other similar communities, thus having long-term implications for affordability, and economic development. Low income and distressed neighborhoods are most susceptible to the myriad of ills that render them unsustainable. Benedict College's role in initiating sound redevelopment strategies places it in a leadership role that will enable the progress to continue.

**(b) Address the needs identified in Factor 2, Need/Extent of the Problem**

Benedict College's Community Opportunities Program (COP) II will address an issue that continues to plague the targeted area and other communities located within the Columbia, SC MSA, the development of jobs and opportunities for low-income persons. The financial literacy training will equip low-income households with the tools and financial resources

necessary to make themselves self sufficient for years to come. The lack of job training and qualified workers for available jobs was addressed in the Regional Comprehensive Plan completed by Central Midlands Regional Council of Governments 2010. The proposed activity directly addresses those barriers to employment. The homebuyer training will serve local residents for years to come with information regarding affordable housing finance and household budgeting homes, and make homeownership more affordable over the long run.

**(c) Relate to and not duplicate other efforts in the target area.**

This activity relates to the ongoing initiative to revitalize the communities throughout the Columbia, SC MSA. This type of activity will complement other efforts by local government organizations primarily the City of Columbia and Richland County Government but will not duplicate their programs. The Benedict-Allen CDC is the only organization providing financial literacy training within the metro region of the State. Our project compliments the other housing and social service activities in the area by linking affordable housing and self sufficiency services with other community empowerment activities. Knowledge and experience gained from the job readiness training will be transferred to other community development projects undertaken by the City and other entities in other parts of the region. The college will also make this information available to others in the State implementing affordable housing projects, particularly recipients of HUD funding.

**b. Involvement of faculty and staff (2 points)**

Two student interns will be assigned to assist with the implementation of the project and assist with housing outreach and financial literacy training. There will be ample opportunities to involve both student and faculty groups through either participation in and/or observation of various aspects of the project. We will also involve the faculty and staff of the School of

Business, as we prepare potential homebuyers. [REDACTED] Dean of the Benedict College School of Business and Economics and [REDACTED], will both conduct Money Smart and CreditSmart Financial Literacy workshops providing face-to-face instruction on credit and money management practices for low-income program participants.

**c. Involvement of the community (3 points)**

We will meet with community leaders and residents through existing organizations including the CICC and East Central City Consortium, two community-led planning groups, on an ongoing basis. Residents' feedback will also be solicited and incorporated into our development plan. The local community association will assist the CDC in promoting homeownership opportunities by participating in homebuyer workshops and distributing flyers and information on the program components. Residents in the targeted census tract are represented by a neighborhood council that is actively engaged in addressing community issues; their input will also be sought.

**d. Economic Opportunities for Low-and Very Low Income Persons (2 points)**

- (1) The applicant will provide incubation services and technical training to 75 low-income business owners in the target area. The college's Business Development Center located within the target area will provide technical assistance and entrepreneurial training to develop their business ideas. Case management will be provided by College faculty, students, and project staff.
- (2) The provision of technical and financial assistance to small business owners through the CDC micro loan program and the College business technical assistance will create a minimum of 10 jobs for low-income persons. Business clients will also be encouraged to purchase services from low-income business owners throughout the target area. The applicant will adhere to all

requirements as outlined in Section 3 of the Housing and Development Act of 1968 (12 U.S.C. 1701).

**e. HUD Policy Priorities (2 points)**

**Job Creation/Employment**

**a. Activities**

- **Identify the number of jobs to be created for low and moderate income persons.**

The applicant has designed a strategy to assist small business owners with training, technical and financial assistance to create a minimum of 10 jobs for low and moderate income persons.

- **Identify the number of services that will be created to enable minority and/or women-owned small businesses to receive training and assistance to create or increase employment.**

Benedict College will offer a minimum of 4 services to assist business owners with expanding their businesses to include the hiring of at least 10 low-income workers. The services include general technical assistance, entrepreneur training, business incubation directed technical assistance to complete tax incentive applications for hiring low-income workers and finally micro-enterprise loans with a requirement that a minimum of 1 job be created with each loan disbursed.

**b. Outcome Measures of Success**

- **Increase in the number of jobs created for low and moderate income persons during the grant performance period.**

The applicant will maintain a program form that provides information on each employee hired by the program participants in our micro loan and technical assistance programs. The form will include name, address, date of hire, position title, salary and SSA ID information. The form

must be signed by the employer with his contact information and a low-income certification statement will be attached. The documentation will be maintained within the program files and submitted with quarterly reports.

- **Increase in the number and types of supportive services created under the grant to enable individuals to obtain training and jobs.**

The applicant will conduct a survey of area services to determine if there are similar programs. We will document our program services through program reports, client surveys and other related means throughout the duration of the program. Documentation of all trainees placed through our job-readiness program will be maintained on program forms and listed above.

**f. Budget and Cost Estimates (10 points)**

**Benedict College  
2010 HUD/HBCU Project COPS II  
Budget Narrative**

<b>A. Personnel Position</b>	<b>Computation</b>	<b>Cost</b>
<b>Federal Request</b>		
Project Director	(\$80,000 per year @ 25%) = \$20,000 per year x 2 years)	\$40,000.00
Administrative Secretary	(\$40,000 per year @ 50%) = \$20,000.00 per year x 2 years)	\$40,000.00
Housing Program Coord.	(\$45,000 per year @ 100%) = \$45,000 per year x 2 years)	\$90,000.00
Program Assistant	(\$30,000 per year @ 100%) = \$30,000 per year x 2 years)	\$30,000.00
Program Coordinator IDA	(\$25,000 per year @ 100%) = \$25,000 per year x 2 years)	\$25,000.00
	<b>Total</b>	<b>\$280,000</b>
<p>The Project Director will provide oversight of the project including fiscal and personnel management, project Implementation, evaluation and dissemination at 25% time allocation. The Administrative Secretary at 50% time allocation will provide administrative/clerical duties for the HUD program, prepare and track requisitions, travel requests, purchase orders and vendor payments, and perform other duties as assigned by the project director. Program specific staff is included as direct cost. The Housing Program Coordinator (\$45,000) is responsible for housing related activities including counseling, workshops, and construction The program coordinator for IDA (\$25,000) is responsible for the implementation of the IDA financial literacy component program tasks, her duties are program specific, and not administrative. The Program Assistant (\$30,000) is responsible for the day to day operation, marketing, and outreach of the micro loan program activities. Those tasks are also program specific and are not classified as administrative. In past program budgets, HUD has approved the use of personnel as program specific cost.</p>		

<b>Non-Federal In-kind Match</b>		
Benedict College		
Assistant Dean (Admin Oversight)		
<b>Total</b>		
<b>B. Fringe Benefits</b>	<b>Computation</b>	<b>Cost</b>
<b>Federal Request</b>		
FICA, Worker's Compensation		
Health & Life Insurance		
<b>Total</b>		
Fringe benefits include FICA, worker's compensation and all health and life insurance costs for employees directly paid by the grant. The College employs a formula calculated at .3065 as described above to determine the cost for benefits.		
<b>Non-Federal Match Amount</b>		
Benedict College		
Dean Gerald Smalls		
Assistant Dean Tracey Dunn (Admin Oversight)		
<b>Total</b>		
<b>C. Travel</b>	<b>Computation</b>	<b>Cost</b>
<b>Federal Request</b>		
HBCU Training Workshop	Airfare-up to round trip per occasion	
Conferences	Hotel Accommodations-up to 5 per night	
Housing and Economic Development	Per diem (meals) up to \$ per day	
Conferences for Program Staff	Ground Transportation-up to per day	
	Mileage - \$ . per mile	
<b>Total</b>		
The travel category includes airfare and ground transportation costs, hotel and per diem (\$ per day depending on the location and hotel accommodation up to per night) for 13 trips at per trip, local mileage using personal vehicles at .30 per mile.		
<b>Non-Federal Match Amount</b>		
<b>D. Equipment</b>	<b>Computation</b>	<b>Cost</b>
<b>Federal Request</b>		
Classroom equipment and learning tools		
Rental Equipment		
<b>Total</b>		
The equipment category includes general office equipment computers, etc. and copier rental to provide administrative support and teaching tools for program staff. The category includes the leasing of a high volume printer at per month for two years lease totaling . Also included is the purchase of 2 Smart Boards for use by program staff as teaching tools for the community learning center at per unit. The total for 2 units is . Three desktop computers with monitors and loaded operating software will be purchased for 9 each, totaling . Two laptops will also be purchased at each, totaling 2. This category also includes the purchase of two 40 inch LCD monitors for for a total of . Three 40 inch televisions totaling will be purchased at per unit. The remaining balance of \$ will be used to purchase equipment peripherals (USB cables, flash drives, etc).		

<b>Non-Federal Match Amount</b> ██████		
<b>E. Supplies</b>	<b>Computation</b>	<b>Cost</b>
<b>Federal Request</b>		
General offices supplies	\$11,000	\$11,000.00
		<b>Total \$11,000.00</b>
Supplies include paper products and general office supplies to support program activities.		
<b>Non-Federal Match Amount</b> ██████		
<b>F. Contractual</b>	<b>Computation</b>	<b>Cost</b>
<b>Federal Request</b>		
Job Readiness Training Fee	\$800 per particpt x 40 particpts = \$32,000 for 2 years	\$32,000.00
CDFI Certification Appl. Prep	\$3,750	\$3,750.00
Technical Assistant Appl. Prep	\$5,000	\$5,000.00
FastTrac NewVenture Training	\$2,500 per session x 6 sessions = \$15,000	\$15,000.00
FastTrac GrowthVenture Training	\$2,500 per session x 6 sessions = \$15,000	\$15,000.00
Micro Loan Underwriting Services	\$750 per application x 15 applications = \$11,250	\$11,250.00
Technical Assistance Fund BDC	\$30,000	\$30,000.00
Technical Assistance BMRLF Clients	\$9,000	\$9,000.00
IDA Workshops - Consultants, etc	\$6,000	\$6,000.00
		<b>Total \$127,000.00</b>
The funds in this category are also being used to provide technical assistance to small and minority businesses clients through the Business Development Center that are seeking funding from the Benedict Minority Revolving Loan Fund (BMRLF). The assistance includes the preparation of business and marketing plans, general technical assistance, workshops, entrepreneur etc.		
<b>Non-Federal Match Amount</b> None		
<b>G. Construction</b>	<b>Computation</b>	<b>Cost</b>
<b>Federal Request</b> None		
<b>Non-Federal Match Amount</b> ██████		
<b>H. Other Direct Costs</b>	<b>Computation</b>	<b>Cost</b>
<b>Federal Request</b>		
Job Readiness Participant Stipend	\$10 per day x 40 participants x 20 days = \$8,000	\$8,000.00
Student Interns	2 interns x \$10 per hr x 20 hrs per wk x 4 wks x 9mths = \$14,400	\$14,400.00
Student Interns	2 interns x \$10 per hr x 20 hrs per wk x 4 wks x 12mths = \$19,200	\$19,200.00
BMRLF Micro Loan Capital	\$50,000	\$50,000.00
Data Analysis Software	\$5,000	\$5,000.00
Evaluation & Dissemination	\$5,000	\$5,000.00



Narrative Statement Addressing the Factors for Award  
Benedict College

FR-5415-N-04

Rating Factor 3

Equipment maintenance, Warranties, & software upgrades	\$8,000	\$8,000.00
Cable Access/Broadband	\$3,000	\$3,000.00
Dues & Subscriptions	\$5,000	\$5,000.00
Conference & Workshops	\$3,000	\$3,000.00
Postage & Shipping	\$2,000	\$2,000.00
Printing and Duplication	\$3,041.46	\$3,041.46
Telephone	\$3,322	\$3,322.00
Office Furniture Community Learning Center	\$1,360	\$1,360.00
		<b>Total \$130,323.46</b>
<p>The category includes workshops for program participants in business management and home buying which will be conducted by program staff. Dues to trade organizations and subscriptions for trade publications are included. The printing, duplication, postage, shipping and telephone are general cost for program administration. The category includes the CDC's cost to renew their general contractor's license (\$400-\$500) per year, and also CDC dues for membership in Affordable Housing Coalition, State Association of CDC's, HBCU CDAC Coalition, and other trade organizations. Stipends for 4 student interns are also included in this category.</p>		
<b>Non-Federal Match Amount</b>		
SC Association of CDC's		
Experience Works		
Cromartie Law Firm		
Security Federal Bank		
Midlands Workforce Development		\$
Benedict College		
		<b>Total</b>
The leverage listed above are contributions from external partners to support program efforts.		
<b>J. Indirect Costs</b>	<b>Computation</b>	<b>Cost</b>
<b>Federal Request</b>		
44% of Direct Salaries	(\$280,000 x 44%)	\$123,200.00
		<b>Total \$123,200.00</b>
<p>The college's indirect cost rate was approved by the U. S. Department of Education. The college has an approved indirect cost rate of 59% of direct project related salaries. The college's indirect rate is 59% of salaries and wages however the college will waive the difference and apply a reduction of 15% of the eligible rate.</p>		
<b>Non-Federal Match Amount</b>		
<b>Total Federal Request</b>		<b>\$800,000.00</b>
<b>Total Non-Federal Match</b>		
<b>Total Project Cost</b>		

**Rating Factor 4: Leveraging Resources/Developing Partnerships (10 Points)**

Benedict College has a significant history of working with community partners to leverage resources to address community needs.

All of the resources listed below are available throughout the duration of the project period. The table below summarizes the leveraging which will be used to support the project. Documentation of the commitments is contained in the attachment section.

**Leveraging Commitments**

Provider/Donor	Type of Commitment	Cash or In-kind	Value
Experience Works	Personnel	Cash	██████
Security Federal Bank	Workshops & Training	In-Kind	██████
Cromartie Law Firm	Workshops & Training	In-kind	██████
Benedict College	In-kind (Personnel & Meeting & Training Space)	In-kind	██████
Midlands Workshop Development Board	Assessment Services	In-kind	██████
SC Association of CDC's	Participants Savings Match IDA	Cash	██████

External Leveraging

██████

College Leveraging

██████

Total Project Leveraging

██████

**RESPONSE SHEET**

Applicant Name: Benedict College

**Budget-By-Activity** The information that the applicant supplies on this form will be reviewed in conjunction with the narrative response and other documentation for the budget submission requirement.

Activity No.	List Activity and Tasks for Each Activity	HUD HBCU Grant	Other Federal	Source of Funds State	Local	Private	Total
1	Activity 1: Develop Micro Loan Fund	\$ 000	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Task 1	Assemble staff and complete	\$ 44,180.94	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 44,180.94
	HUD environmental assesment						
	to gain project approval						
Task 2	Capitalize the micro-loan fund	\$ 68,602.94	\$	\$ 0.00	\$ 0.00	\$ 0.00	\$ 68,602.94
Task 3	Complete technical assistance	\$ 7,500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$	
	agreement training program with busines						
	with BDC and secure program consultants						
Task 4	Identify and recruit applicants	\$ 17,462.06	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 17,462.06
	for the loan pool and provide from target						
	communities information to a minimum						
	of 60 business owners on loan						
	services						
	<b>Subtotal</b>	\$ 137,745.94	\$ 0.00	\$ 0.00	\$ 0.00	\$	
	Costs of Administering Grant	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
	<b>Percent of Total</b>	%	%	9.3			
	<b>*Total</b>	\$ 137,745.94	\$ 0.00	\$ 0.00	\$ 0.00	\$	

\*Must equal amounts on SF-424.

**RESPONSE SHEET**

Applicant Name: Benedict College

**Budget By Activity** The information that the applicant supplies on this form will be reviewed in conjunction with the narrative response and other documentation for the budget submission requirement.

Activity No.	List Activity and Tasks for Each Activity	HUD HBCU Grant	Other Federal	Source of Funds State	Local	Private	Total
1	Activity 1: Continued	\$ 137,745.94	\$ 0.00	\$ 0.00	\$ 0.00	\$	
	balance brought forward						
Task 5	Complete a minimum of 30	\$ 25,602.94	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 25,602.94
	loan applications and make						
	a minimum of 15 approved						
	loans for businesses						
Task 6	Provide technical assistance	\$ 12,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 12,000.00
	to a minimum 30 program participants						
Task 7	Assist business owners with	\$ 7,500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$	
	hiring a minimum 5 low-income workers						
Task 8	Service loans and evaluate	\$ 16,628.73	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 16,628.73
	program and complete reports						
	<b>Subtotal</b>	\$ 199,477.61	\$ 0.00	\$ 0.00	\$ 0.00	\$	
	<b>Costs of Administering Grant</b>	\$	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
	<b>Percent of Total</b>	%	%	%	%		
	<b>*Total</b>	\$ 199,477.61	\$ 0.00	\$ 0.00	\$ 0.00	\$	

\*Must equal amounts on SF-424.

**RESPONSE SHEET**

Applicant Name: Benedict College

**Budget By Activity** The information that the applicant supplies on this form will be reviewed in conjunction with the narrative response and other documentation for the budget submission requirement.

Activity No.	List Activity and Tasks for Each Activity	Source of Funds					Private	Total
		HUD HBCU Grant	Other Federal	State	Local			
	balance brought forward	\$ 199,477.61	\$ 0.00	\$ 0.00	\$ 0.00	\$		
2	Activity 2: Provide technical assistance	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
	to small and minority business							
	within the 7 county area of							
	Columbia, SC MSA							
Task 1	Identify and recruit business	\$ 19,516.94	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 19,516.94
	clients, tenants, market ROC							
	services, identify and secure							
	consultants to provide technical							
	assistance and supportive services							
Task 2	Complete technical assistance agreements	\$ 34,152.94	\$ 0.00	\$ 0.00	\$ 0.00	\$ (too	\$ 34,152.94	
	/contracts with providers and provide							
	technical assistance and training to 70							
	clients and incubator tenants							
Task 3	Conduct annual seminars individual	\$ 64,856.32	\$ 0.00	\$ 0.00	\$ 0.00	\$		
	counseling and 40 business clients plan							
	development, marketing, business							
	accounting and finance							
	Subtotal	\$ 318,003.81	\$ 0.00	\$ 0.00	\$ 0.00	\$		
	Costs of Administering Grant	\$	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
	Percent of Total	%	%	%	%	%		
	*Total	\$ 318,003.81	\$ 0.00	\$ 0.00	\$ 0.00	\$		

\*Must equal amounts on SF-424.

**RESPONSE SHEET**

Applicant Name: Benedict College

**Budget-By-Activity** The information that the applicant supplies on this form will be reviewed in conjunction with the narrative response and other documentation for the budget submission requirement.

Activity No.	List Activity and Tasks for Each Activity	HUD HBCU Grant	Other Federal	Source of Funds State	Local	Private	Total
2	Activity 2: Continued	\$ 318,003.81	\$ 0.00	\$ 0.00	\$ 0.00	\$	
	- balance brought forward						
Task 4	Conduct 2 annual seminars for a	\$ 48,627.50	20,880.001	\$ 0.00	\$ 0.00	\$	
	minimum of 40 clients on entrepreneurship						
Task 5	Conduct entrepreneur training sessions	\$ 23,409.26	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 23,409.26
	for 40 business clients						
Task 6	Assess incubator tenants and conduct	\$ 18,409.26	\$ 0.00	\$ 0.00	\$ 0.00	\$	
	completion ceremony						
Task 7	Prepare program reports, evaluate	\$ 4,019.61	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 4,019.61
	program. end disseminate results						
	Subtotal	\$ 412,469.44	\$ 20,880.00	\$ 0.00	\$ 0.00	\$	
	Costs of Administering Grant	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
	Percent of Total	%	%	%	%	%	%
	Total	\$ 412,469.44	\$ 20,880.00	\$ 0.00	\$ 0.00	\$	

"Must equal amounts on SF-424.

**RESPONSE SHEET**

Applicant Name: Benedict College

**Budget By Activity** The information that the applicant supplies on this form will be reviewed in conjunction with the narrative response and other documentation for the budget submission requirement.

Activity No.	List Activity and Tasks for Each Activity	HUD HBCU Grant	Other Federal	Source of Funds State	Local	Private	Total
	Balance brought forward	\$ 412,469.44	\$ 20,880.00	\$ 0.00	\$ 0.00	\$	
3	Activity 3: Provide housing counseling,	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
	job readiness training and						
	<del>placement assistance to low-to-</del>						
	moderate income persons.						
Task 1	Assemble project staff	\$ 2,352.94	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,352.94
Task 2	Complete HUD Environmental	\$ 36,680.94	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 36,680.94
	Assessment and other						
	regulatory approvals						
Task 3	Identify providers, secure program	\$ 51,737.85	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 51,737.85
	consultant and complete contracts and						
	agreements for services and training						
	<b>Subtotal</b>	\$ 503,241.17	\$ 20,880.00	0.00	\$ 0.00	\$	
	Costs of Administering Grant	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
	Percent of Total	%	%	%	%	%	%
	<b>*Total</b>	\$ 503,241.17	\$ 20,880.00	\$ 0.00	\$ 0.00	\$	

\*Must equal amounts on SF-424.

**RESPONSE SHEET**

Applicant Name: Benedict College

**Budget-By-Activity** The information that the applicant supplies on this form will be reviewed in conjunction with the narrative response and other documentation for the budget submission requirement.

Activity No.	List Activity and Tasks for Each Activity	HUD HBCU Grant	Other Federal	Source of Funds State	Local	Private	Total
3	Activity a Continued	\$ 503,241.17	\$ 20,980.00	\$ 0.00	\$ 0.00	\$	
	- balance brought forward						
Task 4	Conduct outreach and marketing activities	\$ 2,352.94	\$ 21,000.00	\$ 15,000.00	\$ 21,000.00	\$	
	to recruit program participants						
Task 5	Recruit and train homebuyers and	\$ 62,500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 62,500.00
	provide housing counseling.						
Task 6	Recruit and train financial literacy	\$ 42,019.61	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 42,019.61
	and job readiness participants						
Task 7	Complete training and education	\$ 64,519.61	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 64,519.61
	activities ( homebuyer, financial literacy,						
	job readiness)						
	Subtotal	\$ 674,633.33	\$ 41,880.00	\$ 15,000.00	\$ 21,000.00	\$	
	Costs of Administering Grant	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
	Percent of Total	%	%	%	%	%	ok
	*Total	\$ 674,633.33	\$ 41,880.00	\$ 15,000.00	\$ 21,000.00	\$	

\*Must equal amounts on SF-424.



**RESPONSE SHEET**

Applicant Name: Benedict College

**Budget-By-Activity** The information that the applicant supplies on this form will be reviewed in conjunction with the narrative response and other documentation for the budget submission requirement.

Activity No.	List Activity and Tasks for Each Activity	HUD HBCU Grant	Other Federal	Source of Funds State	Local	Private	Total
3	Activity 3: Continued	\$ 824,533.33	\$ 41,880.00	\$ 15,000.00	\$ 21,000.00	\$	
	- balance brought forward						
Task 8	Prepare project reports, evaluate project,	\$ 2,166.67	0.00	\$ 0.00	0.00	\$	
	and submit final report						
		0.00	\$ 0.00	\$ 0.00	0.00	\$ 0.00	\$ 0.00
		0.00	0.00	0.00	0.00	0.1	0.00
		0.00	0.00	0.00	0.00	0.00	0.00
	<b>Subtotal</b>	\$ 676,800.00	\$ 41,880.00	\$ 15,000.00	\$ 21,000.00		
	<b>Costs of Administering Grant</b>	\$ 123,200.00	0.00	0.00	0.00	0.00	123,200.00
	<b>Percent of Total</b>	44.00					% 44.00
	<b>*Total</b>	\$ 676,800.00	\$ 41,880.00	\$ 15,000.00	\$ 21,000.00	\$	

\*Must equal amounts on SF-424.

**IT IS RECOMMENDED THAT YOU PRINT THESE INSTRUCTIONS BEFORE CONTINUING. DO NOT MODIFY THE ELOGIC MODEL® TEMPLATE. DO NOT CUT AND PASTE INTO THE ELOGIC MODEL® TEMPLATE.**

**When opening the eLogic Model®, you will be asked if you want to enable "Macros"; click Yes.** The eLogic Model® uses a Microsoft Excel®

platform. "Macros" are a form of programming used in Excel® to enable additional functionality. You will need to "enable" the "Macros" to use all functions on your eLogic Model®. To enable the macros to function, you will have to adjust the security settings on your computer.

**Testing to See If the Macros are Working.**

**If you do not see this dialog box when you first open your eLogic Model®, then check to see if the Macros are working by opening the eLogic Model®, and going to the Tab labeled Year 1. Click on the gray area of the column labeled, "Needs." If the column expands, your Macro settings are working. To expand and return the cell to its original size, click once. Do not double click.**

Depending on your version of Excel®, there are several steps you must take in order to use all the functions in your eLogic Model®. The description below provides information for the four most common versions of Excel® in use today, one of which is probably installed on your computer. If you are working in a network, and you cannot control your desktop settings, contact your system administrator for support.

#### **SECURITY AND THE USE OF MACROS**

You will need to "enable" the Macros to use all functions on your eLogic Model®. After creating and saving your eLogic Model®, you may reset your security levels to their original settings.

**Excel® 2007** - You can change macro security settings in the Trust Center, unless a system administrator in your organization has prevented you from changing the settings.

On the Developer tab, in the Code group:

▲ Click Macro Security.

**Tip:** If the Developer tab is not displayed, click the Microsoft Office Button (top left of your Excel®), click Excel® Options, and then in the Popular category under Top options for working with Excel®, click Show Developer tab in the Ribbon.

In the Macro Settings category, under Macro Settings, click the option that you want. **Note:** Any changes that you make in the Macro Settings category in Excel® apply only to Excel® and do not affect any other Microsoft Office program.

**Tip:** You can also access the Trust Center in the Excel® Options dialog box.

▲ Click the Microsoft Office Button, and then click Excel® Options in the Trust Center category.

▲ Click Trust Center Settings, and then click the Macro Settings category.

▲ If your settings are set to "Disable all macros with notification", when you open your Excel®, you will see a Security Warning stating "Macros have been disabled" and Options button to the left (this button is located under the toolbars).

If you do not change the Macro security settings, you will have to enable the Macros each time you open the Excel®.

**Excel® 2003** - There are four levels of security regarding the use of Macros: Very High, High, Medium, and Low. If upon opening the eLogic Model® the dialog box states that you must change your Security setting to enable Macros, your security settings are either set to Very High or High and you must take the following steps:

▲ Go to the toolbar at the top of the screen and click on "Tools."

▲ Then click "Options" and then click the tab labeled "Security" located on the top right of the window.

▲ At the bottom right of the window, click the button that says "Macro Security" and select Medium as your setting.

▲ Click "OK" and then click "OK" in the Options window.

▲ Close your eLogic Model®. Re-open your eLogic Model®. You will now receive a dialog box with the message "Security Warning."

▲ Click on the button at the bottom that says "Enable Macros." Your eLogic Model® will open and be fully functional.

If upon opening the eLogic Model® the dialog box gives you an option to enable "Macros" at that moment, it means that Security is set to Medium. All you need to do is to click the button at the bottom of the dialog box that says, "Enable Macros." Your eLogic Model® will open and be fully functional.

If upon opening the eLogic Model® there is no dialog box, your Security setting is set on "Low" and your Macros are already enabled. No additional step is needed.

**Excel® 2000** - There are three levels of security regarding the use of Macros: High, Medium, and Low. The High security setting automatically disables most Macros and does not alert you to the action. If when entering Services/Activities in Column 3, or Outcomes in Column 5, you select "other", the word "other" appears and remains in the cell, the Macro is not functioning. Save and close changes you have made thus far.

▲ From the menu, select "Tools," "Macro", "Security". A dialog box will open.

▲ Click on the "Security" TAB and select "Medium,"

▲ Click "OK." Reopen your eLogic Model®. A dialog box will open. Select "Enable Macros." Your eLogic Model® will open and be fully functional.

If your copy of Excel® is already set to "Medium" security, the enable Macros dialog box will appear and you can proceed as above.

The low security setting automatically enables all Macros and you will not receive any message. The eLogic Model® will open and be fully functional.

**Excel® 1997** - If you are using this version of Excel® and need assistance, please contact HUD's NOFA Information Center for assistance at (800) HUD-8929 week days during their operating hours of 10:00 a.m. to 6:30 p.m. eastern time, Monday to Friday, except federal holidays. The NOFA Information Center cannot provide you additional help right before a deadline date. Please take into account their operating hours and allow at least 72 hours for the NOFA Information Center to be able to get you additional help.

#### **Additional Support**

If after trying the instructions for your version of Excel® and need additional assistance, please contact the NOFA Information Center at (800) HUD-8929.

Persons with hearing or speech impairments may access this number via TTY by calling the Federal Information Relay Service at (800) 877-8339. The NOFA Information Center is open between the hours of 10 a.m. and 6:30 p.m. eastern time, Monday through Friday, except federal holidays.

#### **Check that You Have the Correct eLogic Model® for your Program.**

The eLogic Model® is found in the Instructions Download for the application package posted to the [Grants.gov](http://Grants.gov) website. Before you begin completing your eLogic Model®, check the name of the program and the fiscal year that is populated on the eLogic Model®. If it contains a program name different from the program application, or does not have 2010 in the Fiscal Year data field, you have opened the wrong eLogic Model®. To correct, go back to the website and look for the program you want to apply for and download the proper eLogic Model®. **New**

#### **Features in the 2010 eLogic Model®**

The 2010 eLogic Model® has new features and functions compared to the 2009 eLogic Model that are described below:

#### **Coversheet**

A **Coversheet** Tab has been added to collect additional data regarding the applicant and place of performance. This additional data allows HUD to better match the eLogic Model® that is submitted with the application and with the eLogic Model® that has been negotiated, and reports that are submitted as required over the performance period for the award. The **Coversheet** now provides for a Logic Model Amendment Number. Program eLogic Models® are initially created for a three year period since it is difficult to project outputs and outcomes going beyond three years. The use of a Logic Model Amendment Number allows HUD to issue an amended eLogic Model® for programs longer than three years duration.

This Logic Model Amendment Number field will also allow HUD to review and approve amendments to the eLogic Models® where **due to circumstances in the community**, the original projects need to be modified. The modifications are not to be granted simply because an agency is not meeting its proposed goals, but rather to take into account extraordinary circumstances in a community that requires **HUD** to consider an amendment to the original **eLogic Model®** to accommodate changing needs. The amendment will also allow **HUD** to amend the eLogic Model to cover an additional one year where a 12 month extension has been granted on an award.

#### **CCR Doing Business As (DBA) Field**

When entering the applicant organization profile in the **Central Contractor Registration (CCR)**, organizations may have a **legal name** and a

**"Doing Business As" (DBA) Name.** Sometimes the **Legal Name** in the CCR represents that part of a large organization which is responsible for paying the federal taxes for all divisions or organizations within its structure. This may be the case with large universities or state or local governments. This may happen because the Doing Business As Name can be used to distinguish sub-organizations of the entity at different locations, e.g. Departments of a State or local government or university campuses. To ensure that we accurately reflect the organization or sub-organization of the legal entity that will be receiving the **HUD** funds, a field has been added to capture the CCR Doing Business As Name and **DUNS** Number.

#### **Mandatory Fields**

There are seven **"mandatory"** fields in your eLogic Model®: **"Applicant Legal Name"**, **"DUNS Number"**, and **"Project Name"**, **"Grantee Contact Name"**, **"Grantee Contact email"**, **"Logic Model Contact Name"**, **"Logic Model Contact email"**. You must enter the required data in these fields as they are recorded in the CCR for the **eLogic Model®** to be complete. Before closing and saving your **eLogic Model®**, click the button at the top left of the worksheet (Tab Coversheet) that says **"Check Errors"**. If you did not complete any of the **"mandatory"** fields, a message box will appear telling you what field(s) was not completed and the field will be highlighted in yellow. If you attempt to close your **eLogic Model®** without completing the **"Applicant Legal Name"** and/or the **DUNS** Number, you will receive a dialog box that reminds you that the required data has not been entered. Click **"OK"** and the cursor will go to the required field and allow you to enter the required data. The final dialog box will ask you if you want to save your data. If you want to save the data, click **"Yes"** as you would do with any Microsoft Excel® workbook. **If you click "No", the file will close and your data will not be saved.** Please remember when saving your **eLogic Model®** that **file names** must not contain any special characters or spaces which could be **"read"** as viruses. File names must be no more than fifty characters including any path information in the file name. See the **FY2010 General Section** for complete details.

#### **The eLogic Model® Workbook**

The eLogic Model® workbook has 12 separate worksheets and each worksheet is identified by a Tab at the bottom of the page. If you cannot see all the Tabs, be sure to maximize your workbook by clicking the middle button in the top right corner of the workbook to expand your window or move your bottom scroll bar so all the Tabs appear.

The 12 Worksheets/Tabs are:

- ▲ Instructions
- ▲ Coversheet
- ▲ Year1
- ▲ Year2
- ▲ Year3
- ▲ Total
- ▲ GoalsPriorities
- ▲ Needs
- ▲ Services
- ▲ Outcomes
- ▲ Tools
- ▲ Reporting

#### **Instructions for Completing the Cover Sheet**

**NOTE:** The "Fiscal Year" does not appear on the Cover Sheet but in the Tabs for each year of the project, See description under,

#### **"INSTRUCTIONS FOR COMPLETING THE Year 1, Year 2 Year 3 and Total Tabs in the eLogic Model®."**

##### **Program Information**

"HUD Program Name" and "Program CFDA #" located on Rows 11 and 12 respectively are pre-populated.

"Program Component" is located on Row 13 to 19. If the program under which you are applying has components, e.g., EOI or PEI under the **Fair Housing Initiatives Program** click on the component field. A drop down menu will appear. Select as many component that you are applying under. If you are permitted by the **NOFA** to apply for funding under more than one program component, using the drop down select as many as needed in the fields provided. If there are no components in the funding opportunity for which you are seeking funding, skip this field. Once you have entered your "Program Component" in the "Cover Sheet", worksheets **Year1, Year2, Year3, and Total** will automatically populate the same information.

##### **Grantee Information**

"Applicant Legal Name" is located on Row 21 and is a **mandatory field**. Enter the **legal name** as entered in the Central Contractor Registration and which matches the applicant **Legal Name** entered in **Box 8a** in the **SF-424** in your application. Once you have entered your "Applicant Legal Name" in the "Coversheet", worksheets, **Year1, Year2, Year3, and Total worksheets** will automatically populate the same information.

"CCR Doing Business As Name" is located on Row 22, is new for 2010. . Only complete this field if your **Central Contractor Registration** includes an entry in **Doing Business As (DBA)**. Enter the name as it appears in CCR. Once you have entered your "**CCR Doing Business As Name**" in the "Cover Sheet", worksheets, **Year1, Year2, Year3, and Total** worksheets will automatically populate the same information.

"DUNS Number" is located on Row 23 and is a **mandatory field**. Enter the **DUNS #** exactly as it appears in **box 8c** of the **SF-424** and as registered with the **Central Contractor Registration**. The **DUNS** number entered must be for the organization that is entered in **box 8a** of the **SF-424**, Application for **Federal Assistance**. Your **DUNS** number is a nine digit number or a nine digit plus four digit number. Some applicants will use a nine digit plus four digit **DUNS** number. If you do, then insert the four digits in the field provided. If you do not use a **DUNS** plus four #, leave the four digit field blank. Make sure you enter the DUNS number accurately. Once you have entered your "**DUNS Number**" in the "Cover Sheet", worksheets **Year1, Year2, Year3, and Total** worksheets will automatically populate the same information

"City" is located on Row 24. Enter the City where your organization is located. This information must match the applicant address data in your application SF424. .

"State" is located on Row 25 Use the dropdown to enter the State where your organization is located, this information must match the **SF-424** data in your application.

"Zip Code" is located on Row 26. Enter the same nine-digit zip code used for the applicant address in your SF424.

"Grantee Contact Name" and "Grantee Contact email" are located on Rows 27 and 28 respectively. Enter the Grantee Contact Name and email address in the fields provided.

"Logic Model Contact Name" and "Logic Model Contact email" are located on Rows 28 and 29 respectively. Enter the name of the person that completed the **eLogic Model®** and their **email address** in the field provided or the name and email of a person to contact who can address questions concerning the eLogic Model submitted with the application and, if you are selected for an award, **eLogic Model reporting®**.

##### **Project Information**

"Project Name" is located on Row 32 and is a **mandatory field**. Enter the name of your project in the field provided. Use exactly the same name as you did on box 15 of the form SF424. If you did not provide a project name on the **SF424**, please make sure that you provide a project name in your **eLogic Model®**. The project name is helpful in distinguishing logic models submitting by the same grantee over multiple years and for differing projects.

If you are submitting multiple funding requests for the 2010 fiscal year funding under the same applicant name for the same **HUD** program, you must include a **project name** that can distinguish between the two applications and logic models submitted. The **project name** may be based upon the location of the project, the address at which it is located, anything that would distinguish one project from another for the same applicant. If you are not sure what to name your project, using your applicant name or acronym and then adding a 1 or 2, or 3 , etc., to distinguish the projects would be sufficient to distinguish the two logic models being processed.

Once you have entered your "**Project Name**" in the "Cover Sheet", worksheets, **Year1, Year2, Year3, and Total worksheets** will automatically populate the same information.

**“Project Location City/County/Parish”** is located on Row 33. Applicants, except Indian Tribes, will enter the city or township or County/Parish where the project will be located. If there are multiple locations, enter the location where the majority of the work will be done. Indian Tribes, including multi-state tribes, should enter the city or county associated with their business address location.

**“Project Location State”** is located on Row 34. Use the dropdown menu to select the location of your project. The data field label, **“Project Location State”** includes all fifty states and American Samoa, District of Columbia, Federated States of Micronesia, Guam, Marshall Islands, Northern Mariana Islands, Palau, Puerto Rico, and the Virgin Islands. In the case of multi-state or regional entities, enter the State location where the majority of activities are to occur. For Indian Tribes, enter the state applicable to the business address of the Tribal entity.

**“Zip Code”** is located on Row 35 and is to be entered for the **“Project Location State”**. Please enter the nine digit zip code.

**“Project Type” is located on Row 36.”** Project Type describes the type of project you are doing, Please see the program **NOFA** for specific instructions. If no instructions are provided, provide a project type that would categorize the nature of the program e.g. housing counseling; family self-sufficiency program; research; regional development, community development, fair housing; technical assistance; etc. **“Construction Type”** is located on Row 37 and describes the type of Construction you are doing, e.g., new construction, rehabilitation, acquisition, mixed use development, etc. A logic model may provide specific drop down selections for this field based upon program **NOFA**. If you are not involved with a construction program, leave the field blank.

**Additional Information- Leave Blank At the Time of Application**

**“Grants.gov Application Number”**, **“HUD Award Number”**, and **“Logic Model Amendment Number”** are located on Rows 39, 40 and 41 respectively. THESE ARE FIELDS THAT ARE TO BE COMPLETED ONLY IF YOU ARE SELECTED AS A GRANTEE AND ARE SUBMITTING YOUR REPORTS TO HUD.

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**INSTRUCTIONS FOR COMPLETING THE Year 1, Year 2 Year 3 and Total Tabs in the eLogic Model®**

The **“Fiscal Year”** represents the fiscal year of the Notice of Funding Availability (**NOFA**) under which the award will be made. This field is pre-populated and located in **Tabs Year1, Year2, Year3**, and **Total** in cell [O6] below the **HUD** logo.

The **“Year1”** Tab is the first sheet of the **eLogic Model®** workbook to be used to enter your data for columns labeled:

- ▲ **HUD Goals**
- ▲ **Policy Priority**
- ▲ **Needs**
- ▲ **Services/Activities**
- ▲ **Measures**
- ▲ **Outcomes**
- ▲ **Measures**
- ▲ **Evaluation Tools**

If you have a multi-year award, you will enter data in the **Year2, Year3**, and **Total** worksheets. These worksheets are identical in format as Year1. Applicants applying for a multiple year award must complete a worksheet for each year of performance showing what is to be accomplished per year. The **“Total”** worksheet should be used to show the *sum of cumulative* accomplishments achieved for all **Services/Activities** and **Outcomes** for all years covered by the award. For example, a two-year award would include worksheets showing **Services/Activities** and **Outcomes** covering **Year1**. The **Year2** worksheet would show **Services/Activities** covering **Year2**. The **“Total”** worksheet would show the *cumulative* totals for all **Services/Activities** and **Outcomes** for both **Year1** and **Year2**. A three-year award would include the worksheets showing all **Services/Activities** and **Outcomes** for **Year1, Year2, Year3**, and the **“Total”** worksheet would show the *cumulative* totals for all **Services/Activities** and **Outcomes** for **Year1, Year2**, and **Year3**.

**A one-year award would include ONLY Year1. A Total Worksheet is not required for a one year award**

**Note: Some cells of the worksheet are "lock protected" so you can only make entries in cells that are for input as directed by these instructions.**

"Reporting Period", "Reporting Start Date" and "Reporting End Date" are fields located in **Year1, Year2, Year3, and Total** worksheets. The **Reporting Dates remain blank at the time of application** and are completed when submitting a report to HUD. See "INSTRUCTIONS FOR REPORTING PERFORMANCE TO HUD" later in these Instructions.

#### **COLUMNS OF THE eLogic Model® (1-7)**

##### **Column 1 – Policy**

Under the "Policy" Column (1), there are actually two columns; one labeled HUD Goals, and the other labeled Policy Priority. Review the HUD Goals and Policy Priorities by clicking on the Tab labeled, "Goals Priorities" at the bottom of the **eLogic Model®**. For each of the **eLogic Model®** worksheets used in your application, select the HUD Goals and Policy Priorities that your program will address. You do this by clicking the mouse in one of the cells in Column (1) of the worksheets labeled (**Year1, Year2, Year3, Total**). A little dropdown arrow appears. Click the dropdown arrow and a dropdown list of letters and numbers that correspond to the HUD Goals and Policy Priorities will appear. Select one or more of the HUD Goals and Policy Priorities number/letter in the list by clicking it. If you make an error and want to remove the listing, select the cell and click the DELETE KEY on your keyboard. The item will be deleted.

To associate the HUD Goals and Policy Priorities to particular Services/Activities, select a HUD Goal and Policy Priority in Column 1 and then select related Services/Activities in Column 3, Programming. Please remember that not every Activity and Outcome is related to a HUD Policy Priority so that you can select a HUD goal without selecting a HUD policy priority. Also your activities and outcomes may be associated to more than one HUD goal and one policy priority.

If there is more than one Service/Activity to be administered related to the HUD Goal and Policy Priority, select all the related Services/Activities and associated Outcomes and skip as many rows as needed to identify the activities and outcomes associated to the HUD Strategic Goal and/or Policy Priority. Then before entering the next HUD Goal and Policy Priority, skip a row and then enter the next Strategic Goal and/or HUD Policy Priority and all the associated activities and outcomes to ensure that the association is clear.

Applicants/Grantees can make clear during each Year of their award, what Services/Activities are related to the achievement of the HUD Goal and Policy Priority selected.

Repeat this process until you have selected all HUD Goals and Policy Priorities that apply to your application.

##### **Column 2 – Planning**

Under the "Planning" Column (3), select a "Needs" statement. Do this by clicking the mouse in one of the cells of this column. A little dropdown arrow appears. Click the dropdown arrow and a dropdown list of "Needs" statement(s) will appear. Select one or more of these Needs statements in the list by clicking it. Because the column may be too narrow to show the full Needs statement in the dropdown list, you may wish to refer to the Tab labeled "Needs" to see the full statements or you can (using your mouse) click on the shaded cell [D7] labeled "Needs" and this will expand the cell. To return the cell to its original size, click again on cell [D7] labeled "Needs."

When expanding and returning the cell to its original size, click once. Do not double click. When you select a "Needs" statement, the full statement will fill the cell. If you don't want this statement, you can simply click the dropdown arrow again and select another item; or, you can delete a statement by selecting the cell and clicking the **DELETE KEY** on your keyboard. If you want to select more than one statement, go to the next cell in the column and repeat the process selecting the appropriate statement(s). You can do this until you have selected all the statements that are appropriate to your proposed program.

The selections should reflect the Needs identified in your response to your Rating Factor narratives. There is no need to select all the Needs statements if they do not apply to what you plan to address or accomplish with the funding requested. When developing your eLogic Model®, associate the Needs statement(s) selected to the Services/Activities and Outcome(s) you select. To show relationships, you can skip rows when making your Needs statement(s) selection(s) and remember to place the associated Services/Activities and Outcome(s) in the same row.

### Column 3 – Programming

Under the “Programming” Column (3), select Services/Activities. You do this by clicking the mouse in one of the cells of this column. A little dropdown arrow appears. Click the dropdown arrow and a dropdown list of eligible Services/Activities appears. Select one of the Services/Activities in the list by clicking it. Identify your Year1 Services/Activities using the Year1 worksheet. Identify Year2 Services/Activities using the Year2 worksheet. Identify Year3 Services/Activities using the Year3 worksheet. *Make a composite eLogic Model® of all years on the Total worksheet. If you are only applying for a one year award, you do not need to create a composite eLogic Model® on the Total Tab.* Because the column may be too narrow to show the full Services/Activities statement in the dropdown list, you may wish to refer to the Tab labeled “Services” to see the full range of eligible Services/Activities, or you can (using your mouse) click on the shaded cell [E7] Services/Activities. This will expand the cell. To return the cell to its original size, click on shaded cell [E7] Services/Activities. When expanding and returning the cell to its original size, click once. **Do not double click.**

**NOTE:** If the Services/Activities that you are looking for does not appear on the dropdown list, choose “other” from the dropdown list and follow the instructions in the dialog boxes which are also described below:

⬆ A dialog box will appear that says “**Year1**”. Click “**OK**” and another dialog box will appear that says, “You have selected ‘other’ and have the option to create a new Service/Activity or Outcome and a Unit of Measure. Are you prepared to do this now?”

⬆ Click “**Yes**” if you wish to continue.

⬆ You will see an input window that says, “Enter a new Activity/Service or Outcome to your dropdown list.” Enter your new Service/Activity in the field provided and click “**OK**.”

⬆ A second window will appear that says, “Specify a Unit of Measure.” Enter the Unit of Measure in the field provided and click “**OK**”. The new Service/Activity will appear in the **eLogic Model®** cell and it will be added to the dropdown list.

⬆ The new Service/Activity which you added will be displayed with the prefix “new”.

If this function does not occur when working with your **eLogic Model®** please look at the directions for enabling macros. If after following the directions and this function still does not work, please call the NOFA Information Center at 800-HUD-8929 week days during operating hours of 10:00 a.m. to 6:30 p.m. eastern time, Monday to Friday, except federal holidays. The NOFA Information Center cannot provide you additional help right before a deadline date. Please take into account their operating hours and allow at least 72 hours for the NOFA Information Center to be able to get you additional help.

### YOU ARE ONLY PERMITTED TO ADD A TOTAL OF THREE NEW SERVICES/ACTIVITIES PER ELOGIC MODEL®.

⬆ In the event that you want to delete, or change your newly created Service/Activity, follow the instructions in the dialog boxes which are also described below:

⬆ Click the Tab labeled Services at the bottom of your screen and then click cell [B1], “Click here to allow deletion of New Activities” at the top right of the window.

⬆ A dialog box will appear that says “Do you want to delete this new Service/Activity?”, click “OK.”

⬆ A dialog box will appear that says “Caution! This will delete all instances of ‘new Service/Activity in your Logic Model. Do you wish to continue?” Click “Yes.”

You can only delete new Services/Activities.

To find out how to associate a Service/Activity and Outcome to a HUD Goal and Policy Priority, see the instructions under Column 1, Policy.

### Column 4 – Measure

Notice that as the Services/Activities you selected appears in Column 3, a corresponding Unit of Measure appears or populates in the Column 4, Measure. The Unit of Measure could be “persons”, “dollars”, “square feet”, “houses”, “date”, or some other Unit of Measure that relates to the selected Services/Activities. Immediately below the Unit of Measure are three blank cells. Enter the projected number of persons or units (or dates if applicable) you are proposing to deliver or accomplish in the “Pre” column. When entering the date, use the format MM/DD/YYYY. When entering your projection in the “Pre” column, type the number or date in the cell and tab down or use your mouse to go to the next cell. If you click the Enter key, you will see the error message, “Run-time error ‘13’:”. If you see this message, click the button labeled End to continue. The “Run-time error ‘13’:” will not affect your work. (What happens if a date field comes up 1 Jan rather than MM/DD/YYYY? Will that occur in the model? Will we need to tell them how to set the field format?)



Please note that the "Post" and the Year-to-Date (YTD) columns are locked to be used later for reporting purposes so that at the time of application, you cannot enter data in these fields.

#### **Column 5 – Impact**

Under Column 5, "Impact", select the Outcome that best corresponds to the "Needs" statement, Column 2 and Services/Activities, Column 3, which you just previously identified and selected for your eLogic Model®. This is the same procedure used for completing Column 3. When you select an Outcome from the dropdown list, a Unit of Measure automatically appears in the next column, "Measure." Since the column may be too narrow to show the full Outcome statement in the dropdown list, you may wish to refer to the Tab labeled "Outcomes" to see the full range of Outcomes, or you can (using your mouse) click on the shaded cell [J7] Outcome. This will expand the cell. To return the cell to its original size, click on shaded cell [J7] Outcome.

**NOTE:** When expanding and returning the cell to its original size, click once. Do not double click.

**NOTE:** If the Outcome that you are looking for does not appear on the dropdown list, choose "other" from the dropdown list and follow the instructions in the dialog boxes which are also described below:

⬆ A dialog box will appear that says "Year1". Click "OK" and another dialog box will appear that says, "You have selected 'other' and have the option to create a new Service/Activity or Outcome and a Unit of Measure. Are you prepared to do this now?"

⬆ Click "Yes" if you wish to continue.

⬆ You will see an input window that says, "Enter a new Activity/Service or Outcome to your dropdown list." Enter your new Outcome in the field provided and click "OK."

⬆ A second window will appear that says, "Specify a Unit of Measure." Enter the Unit of Measure in the field provided and click "OK". The new Outcome will appear in the eLogic Model® cell and it will be added to the dropdown list.

⬆ The new Service/Activity which you added will be displayed with the prefix "new".

If this function does not occur when working with your eLogic Model® please look at the directions for enabling macros. If after following the directions and this function still does not work, please call the **NOFA Information Center** at 800-HUD-8929 week days during operating hours of 10:00 a.m. to 6:30 p.m. eastern time, Monday to Friday, except federal holidays. The NOFA Information Center cannot provide you additional help right before a deadline date. Please take into account their operating hours and allow at least 72 hours for the NOFA Information Center to be able to get you additional help.

#### **YOU ARE ONLY PERMITTED TO ADD A TOTAL OF THREE NEW OUTCOMES PER ELOGIC MODEL®.**

In the event that you want to delete, or change your newly created Outcome, follow the instructions in the dialog boxes which are also described below:

⬆ Click the Tab labeled Outcomes at the bottom of your screen and then click cell [B1], "Click here to allow deletion of New Outcomes" at the top right of the window.

⬆ A dialog box will appear that says "Do you want to delete this Outcome?", click "OK."

⬆ A dialog box will appear that says "**Caution!** This will delete all instances of 'new Outcome' in your Logic Model. Do you wish to continue?" Click "**Yes.**"

⬆ You can only delete new Outcomes.

To find out how to associate a Service/Activity and Outcome to a HUD Goal and Policy Priority, see the instructions under Column 1, Policy.

#### Column 6 – Measure

As the Outcomes you selected appear in the cell, a corresponding Unit of Measure appears or populates in Column 6, Measure. The Unit of Measure could be "persons", "dollars", "square feet", "houses", "date", or some other Unit of Measure that relates to the selected Outcome. Immediately below the Unit of Measure are three blank cells. Enter the projected number of persons or units (or dates if applicable) you are proposing to deliver or accomplish in the "Pre" column. When entering the date, use the format MM/DD/YYYY. When entering your projection in the "Pre" column, type the number or date in the cell and tab down or use your mouse to go to the next cell. If you click the Enter key, you will see the error message, "Run-time error '13' ". If you see this message, click the button labeled End to continue. The "Run-time error '13' ." will not affect your work.

The "Post" and the Year-to-Date (YTD) columns are locked to be used later for reporting purposes.

#### Review for Using Columns 2, 3, 4, 5, and 6 of the eLogic Model®

##### How To Demonstrate the Relationship between a HUD Goal, Policy Priority, Services/Activities and Outcomes

In the eLogic Model®, applicants can select Services/Activities and Outcomes as appropriate to how they conduct business. There are four possible types of associations among Services/Activities and Outcomes:

One to One - A single Service/Activity can yield a single Outcome. For example, referral to an employer can yield job placement; the Service/Activity is referral and the Outcome is job placement.

One to Many - A single Service/Activity can yield more than one Outcome. For example, a Service/Activity such as referral to an employer can yield several Outcomes such as job placement, job retention lasting 30 days, and job retention lasting longer than 90 days.

Many to One - More than one Service/Activity can yield one Outcome. For example, Services/Activities such as providing resume writing, job search classes, pre-employment counseling, and referrals to employers can result in a single job placement, the Outcome.

Many to Many - More than one Service/Activity can yield more than one Outcome. For example, multiple Services/Activities such as providing resume writing, job search classes, pre-employment counseling, and referrals to employers can result in multiple Outcomes including job placement, job retention more than 30 days, job retention more than 90 days, and increased household income.

There is no predesigned way to complete your eLogic Model®. It depends on how you operate your program.

##### Demonstrating Relationships Between Services/Activities and Outcomes

Show the relationships between the Services/Activities and Outcomes as you create your eLogic Model® using one or more of these models described above:

▲ One to One

▲ One to Many

▲ Many to One

▲ Many to Many

Between each Service/Activity, skip a row and then start entering the next set of Services/Activities. Use the same structure to enter your associated Outcomes. There is more than enough space to do this within the eLogic Model® Template.

Repeat the process of specifying “Policy”, “Needs”, “Service/Activity” and “Outcome” using as many rows as is necessary to fully describe your proposal. Applicants must skip a row when selecting new HUD Goals, Policy Priorities, Needs, Activities/Services and Outcomes. The eLogic Model® form extends to six pages when printed out. You may view a preprint of your eLogic Model® at any time by selecting FILES | Print Preview from the Menu bar at the very top of the Excel® Window. It is recommended that you do this periodically to get a better view of the eLogic Model® you are creating.

#### **Associating Services/Activities with Outcomes Over Multiple Years**

You can adjust the look of your eLogic Model® by skipping rows, so that “Needs”, “Services/Activities” and “Outcomes” are grouped or associated together. If you are conducting a multi-year project and the “Services/Activities” occurs in Year1 with the resulting Outcomes occurring in Year2, make sure that you show the relationship between the Services/Activities in Year1 with the Outcomes occurring in Year2 and similarly the relationships between Year2 Services/Activities with the Outcomes occurring in Year3. You can do this by leaving blank fields corresponding to the lines in which Services/Activities were identified in the previous year or years. For example, if you have enrolled someone in General Equivalency Degree (GED) classes, the results of attending the GED Classes may not result in a person obtaining a GED degree until Year 2 or Year 3.

To show the relationship over time:

▲ Enter the Services/Activities in Year 1 noting to yourself the line numbers on the Excel® worksheet that the Services/Activities appear in the Year 1 Tab of the eLogic Model®.

▲ Move to the year Tab that you are proposing the Outcomes to occur. In the Year 2 or Year 3 Tab, place the Outcomes in the Outcomes section in the same rows that you noted the Services/Activities. You will be leaving the Outcomes blank in Year 1 and the Services/Activities blank for those corresponding rows in either Year 2 or Year 3.

▲ Skip a row in both the Year 1 and the corresponding Year that you placed the Outcomes. Do this as many times as needed, remembering to maintain the same row numbers for Services/Activities and Outcomes across the span of years.

#### **Demonstrating the Relationship To Needs Statements**

Similarly, if you want to demonstrate the relationship between Services/Activities, Outcomes and a Needs statement, select the Needs statement and enter the Services/Activities and the corresponding Outcomes on the same row in the Excel® worksheet. To select another Needs statement, skip a row and identify the Services/Activities and Outcomes on the same row in the Excel® worksheet. This can occur within a single year or across years provided you remember to maintain the row alignment to the Needs statement, Services/Activities and Outcomes. You can continue adding activities and outcomes associated to the Needs statement as needed. When done, skip a row to move to another Needs statement and set of Services/Activities,

**CAUTION, DO NOT CUT & PASTE ITEMS FROM ONE COLUMN TO ANOTHER.** For example, do not cut and paste an item from the “Needs” Column to the “Services/Activities” Column, or the “Services/Activities” Column to the “Outcomes” Column. Doing so will produce an unstable worksheet which will behave erratically, requiring you to start over with a new blank eLogic Model® workbook.

#### **Column 7 – Accountability**

Under the “Accountability” Column (7), enter the tools and the process of collection and processing of data in your organization to support all project management, reporting, and responses to the Management Questions. This column provides the framework for structuring your data collection efforts. If the collection and processing of data is not well planned, the likelihood of its use to further the management of the program and support evaluation activity is limited. If data are collected inconsistently, or if data are missing, not retrievable, or mishandled, the validity of any conclusions is weakened.

The structure of Column 7 contains five components in the form of dropdown fields that address the Evaluation Process. You are responsible for addressing each of the five steps that address the process of managing the critical information about your project.

##### **A. Tools for Measurement**

##### **B. Where Data Maintained**

##### **C. Source of Data**

##### **D. Frequency of Collection**

##### **E. Processing of Data**

You may select up to five choices for each of the five processes (A-E) that supports Accountability and tracks Services/Activities and Outcomes. Given the limited space, please identify the most frequent sources for the processes (A-E). As you proceed through the remaining components, B through E, specify those components in the same order as you selected the “Tools for Measurement” listed under item A. For example, if the first Tool is “Pre-post Test,” then the first item under B “Where Data Maintained” must identify where the pre-post test data is maintained, and so on through E. The first entry should pertain to “Pre-post Test.” Likewise, if the second item in A is “Satisfaction Surveys,” then specify the second item in B through E as it pertains to “Satisfaction Surveys.”

**A. Tools for Measurement.** A device is needed for collecting data; e.g., a test, survey, attendance log, or inspection report, etc. The tool “holds” the evidence of the realized Services/Activities or Outcomes specified in the eLogic Model®. At times, there could be multiple tools for a given event. A choice can be made to use several tools, or rely on one that is most reliable, or most efficient but still reliable. Whatever tool is identified, it is important to remain consistent throughout the project.

Instructions: Under Column 7, Accountability, select your choices of “Tools for Measurement” to Track Services/Activities and Outcomes. You do this by clicking the mouse in one of the cells of this column. A little dropdown arrow appears. Click the dropdown arrow and a dropdown list of Tools appears. Select one or more of the Tools in the list by clicking it.

**B. Where Data Maintained.** A record of where the data or data tool resides must be maintained. It is not required that all tools and all data are kept in one single place. You may keep attendance logs at the main office files, but keep other tools or data such as a “case record” in the case files at the service site. It is important to designate where tools and/or data are to be maintained. For example, if your program has a sophisticated computer system and all data is entered into a custom-designed database, it is necessary to designate where the original or source documents will be maintained.



Instructions: Under Column 7, Accountability, select your choices of “Where Data Maintained.” You do this by clicking the mouse in one of the cells of this column. A little dropdown arrow appears. Click the dropdown arrow and a dropdown list of Where Data Maintained appears. Select one or more of the Where Data Maintained in the list by clicking it.

**C. Source of Data.** This is the source where the data originates. Identify the source and make sure that it is appropriate.

Instructions: Under Column 7, Accountability, select your choices of “Source of Data.” You do this by clicking the mouse in one of the cells of this column. A little dropdown arrow appears. Click the dropdown arrow and a dropdown list of Source of Data appears. Select one or more of the Source of Data in the list by clicking it.

**D. Frequency of Collection.** Timing matters in data collection. In most instances, you want to get it while it occurs. Collect data at the time of the encounter; if impossible, when it is most opportune immediately thereafter. For example, collect report card data immediately upon the issuance of report cards. Do not wait until after the school year is over. Collect feedback surveys at the conclusion of the event, not a few months later when clients may be difficult to reach. Reporting can be done at anytime if the data is already collected. Another important aspect of this dimension is consistency. If some post tests are collected soon after the event, but others are attempted months later, the data are confounded by the differences in the timing. If some financial data are collected at the middle of the month and others at the end of the month, the data may be confounded by systematic timing bias.

Instructions: Under Column 7, Accountability, select your choices of “Frequency of Collection.” You do this by clicking the mouse in one of the cells of this column. A little dropdown arrow appears. Click the dropdown arrow and a dropdown list of Frequency of Collection appears. Select one or more of the Frequency of Collection in the list by clicking it.

**E. Processing of Data.** This is where you identify the mechanism that will be employed to process the data. Some possibilities are: manual tallies, computer spreadsheets, flat file database, relational database, statistical database, etc. The eLogic Model® is only a summary of the program and it cannot accommodate a full description of your management information system. There is an implicit assumption that the grantee has thought through the process to assure that the mechanism is adequate to the task(s).

Instructions: Under Column 7, Accountability, select your choices of “Processing of Data.” You do this by clicking the mouse in one of the cells of this column. A little dropdown arrow appears. Click the dropdown arrow and a dropdown list of Processing of Data appears. Select one or more of the Process of Data in the list by clicking it.

#### **Saving Your eLogic Model®**

The 2010 eLogic Model® was constructed using Excel™ 2007. The models are posted on Grants.gov as Excel® 2003. You can save your eLogic Model® as an Excel® 97-2003 Workbook or as an Excel® 2007 Workbook. If you are using Excel® 97-2003 and if you see [Compatibility Mode] at the top of your Excel® where the name of the Excel® Workbook is located, it will not affect the functionality of the eLogic Model®. You can run the eLogic Model® in either Excel® version without functionality issues.

When you have completed the eLogic Model®, or wish to stop and continue later, save the file by going to the Excel® Menu bar and choosing FILE | Save As. Then specify a name for the file, and note where you save the file on your computer.

▲ Use the name of the HUD Program and your organization name to form a file name for your eLogic Model®. **For example, FHIP\_DillardAffordableHousing.** Please note that there is an “underscore” between FHIP and no spaces between Dillard Affordable Housing separating the Program Name from the Project Name which is needed to identify the eLogic Model® in the database. This is the only convention allowed to separate these two terms. Do not use an underscore to separate words in your project name. The database will read “DillardAffordableHousing” as one name.

**Do not use spaces or special characters such as dashes, periods, asterisks, and symbols when saving your eLogic Model®, only use letters and numbers. Only underscores are permitted. If you fail to follow these directions by using special characters or spaces, or the file name exceeds 50 characters, grants.gov will reject your submission as JAVA code treats your submission as containing a virus.**

If your program has a program component, please follow the example below adding the Program Component “EOI” with an underscore:

▲ FHIP\_EOI\_DillardAffordableHousing

Please remember, if you are submitting multiple applications under the same applicant name for the same HUD program, you must distinguish between the two applications as is shown below:

▲ FHIP\_EOI\_DillardAffordableHousing1

▲ FHIP\_EOI\_DillardAffordableHousing2

Please be sure to review the file formats and naming requirements contained in the General Section.

Excel® automatically adds the file extension “.xls” or “xlsx” to your file name. Make sure the file extension is not capitalized. In following these directions, if your organizational name exceeds the 50 character limit for space, you should abbreviate your organizational name by either using its initials or a recognizable acronym, e.g., South Carolina State University maybe written as SCSU, or Howard University maybe written as HOWDU.

If you attempt to close the eLogic Model® without entering the Applicant Legal Name, the DUNS Number or Project Name, you receive a message that says “You still need to enter the Applicant Legal Name, the DUNS Number or Project Name. Dialog boxes have been created as reminders. Click OK on the dialog boxes. You will then get to the default Excel® dialog box asking if you want to save changes. Clicking CANCEL will allow you to go back and enter the missing mandatory fields. Clicking YES will save your work and close the Workbook but the mandatory fields will not be completed. **Clicking NO WILL NOT SAVE your work and will close the Workbook.**”

Later, you will “Attach” this file to your application. Please remember the name of the file that you are saving. Be sure to delete any earlier version so that when you go to attach the file to your application, you select the appropriate and final file.

A single Workbook will be adequate for completing your eLogic Model®.

**This ends the instructions for completing your eLogic Model® for application submission.**

#### **INSTRUCTIONS FOR REPORTING PERFORMANCE TO HUD**

Do not modify or change the integrity of the eLogic Model® by adding additional Tabs or worksheets. The Instructions provided here will meet your needs. When saving your eLogic Model®, save it in the Excel® format. Do not convert it into PDF.

If your project is selected for funding, the eLogic Model® will be used as a monitoring and reporting tool upon final approval from the HUD program office. Upon approval, HUD will open the reporting side of the eLogic Model® allowing you to submit the actual Services/Activities and Outcomes against the approved (projected) Services/Activities and Outcomes. Specifically, HUD will open the “Post” and “YTD” fields in both Columns 4 and 6, and will close the “Pre” fields in the same columns. HUD will also open the Reporting Tab for you to meet the reporting requirements that are discussed below. The HUD program office will send back to you or post to a website, the approved eLogic Model® to be used for reporting purposes.

#### **Identify the Reporting Period Covered by the Report**

On the Coversheet are three fields that must be completed when you submit your reports to HUD: “**Grants.gov Application Number**”, “**HUD Award Number**”, and “**Logic Model Amendment Number**” which are located on Rows 33, 34 and 35 respectively. These fields allow HUD to associate the eLogic Model® submitted with the application with the negotiated logic model, and reports submitted. On the Year1, Year2, Year3 and Total Tabs are three additional fields labeled “Reporting Period”, “Reporting Start Date” and “Reporting End Date.” These three fields are not to be used at time of application. At the time of reporting they are “mandatory”. They are used during the reporting process to record the Start and End date of your reporting period. “ The required data must be entered to have a complete eLogic Model® report.

Before closing and saving your eLogic Model® report, click the worksheet Tab, “Coversheet” and at the top left, click “Check Errors.” If you did not complete any of the “mandatory” fields, a message box will appear telling you what field(s) were not completed and the field(s) will be highlighted in yellow. When actually reporting performance on your approved eLogic Model®, select the “Reporting Period” using the dropdown feature for:

- ▲ Yr1 1st Quarter
- ▲ Yr1 2nd Quarter
- ▲ Yr1 3rd Quarter
- ▲ Yr1 4th Quarter
- ▲ Yr2 5th Quarter
- ▲ Yr2 6th Quarter
- ▲ Yr2 7th Quarter
- ▲ Yr2 8th Quarter
- ▲ Yr3 9th Quarter
- ▲ Yr3 10th Quarter
- ▲ Yr3 11th Quarter
- ▲ Yr3 12th Quarter
- ▲ Final Report.

**Note:** For those reporting on a semi-annual basis, the reporting period identified in the eLogic Model® report would be Yr1 2<sup>nd</sup> Quarter, and Yr1 4<sup>th</sup> Quarter for the first year reports and Yr2 6<sup>th</sup> Quarter and Yr2 8<sup>th</sup> Quarter, etc.. For those reporting on an annual basis, the eLogic Model® reporting period would be selected as Yr1 4<sup>th</sup> Quarter. If the award was a one year award, and the award was completed, the reporting period selected would be Final Report. If the report was multi-year, for the 2<sup>nd</sup> year report, the reporting period would be Yr2 8<sup>th</sup> Quarter.

Then enter a “Reporting Start Date” and the “Reporting End Date” that reflects the reporting period you will be submitting in accordance with required reporting time frames indicated in the HUD Program NOFA and the Award Agreement. When entering the dates, you must use this format, MM/DD/YYYY including the slashes. Using the MM/DD/YYYY format will allow HUD to enter your eLogic Model® into the database. If not, you may have to resubmit your eLogic Model® if it is not accepted by HUD.

#### **Completing Performance Information in YEAR1, YEAR2, YEAR3, and TOTAL Tabs**

Your projections approved by HUD that were entered in the “Pre” Column will be locked in and the “Post” and “YTD” will be opened for reporting purposes. When reporting enter:

- ▲ Year1 accomplishments utilizing the Year1 Tab
- ▲ Year2 accomplishments utilizing the Year2 Tab
- ▲ Year3 accomplishments utilizing the Year3 Tab

For multi-year awards, use the Total Tab to capture cumulative reporting during years 2 and 3 and for your final report. *If you have a one year award you only need to complete Year1 for your final report.* If you have a two year award, use Year1, Year2, and Total. If you have a three year award, use Year1, Year2, Year3, and Total.

In each reporting period, enter your data for the reporting period cover by the report. Do not enter cumulative data in this column. The column labeled YTD is used to capture the cumulative data for the current reporting period as well as all past reports submitted covering the first year of the award. For example, if you report quarterly.

**When reporting Activities in Year1:**

- ▲ Enter your first quarter accomplishments in the “Post” column and the cumulative accomplishments in the “YTD” column. For the first quarter reporting, the numbers or dates will be the same in both columns.
- ▲ For the second quarter of Year1 reporting, enter the data covering second quarter activities and outcomes which occurred in that quarter only. In the “YTD” column, you will enter the cumulative total of both the first and second quarter accomplishments.
- ▲ Follow this same process for all quarters in Year1.

**When reporting Activities in Year2:**

- ▲ Only enter your first quarter accomplishments of Year2 in the “Post” column. The information should only reflect activities and outcomes that occur in the 1<sup>st</sup> quarter of year 2. Cumulative accomplishment from year 1 and year 2 activities and outcomes will be recorded in the Total Worksheet.
- ▲ Enter the Year 2 Quarter 1 accomplishments in the “YTD” column. For the first quarter reporting the numbers or dates will be the same for both the Actual and the YTD columns.
- ▲ For the second quarter of Year2 reporting, you will only enter the second quarter results (what actually occurred in the second quarter independent of the previous quarter) of the Year2 in the “Post” column.
- ▲ In the “YTD” column, you will enter the cumulative total of both the first and second quarter accomplishments for Year2. In the Total worksheet enter the cumulative total (the YTD from Year1 and the YTD from Year2). Follow these instructions for all quarters in Year2.

**When reporting Activities in Year3, enter your first quarter accomplishments of Year3 non-cumulative in the “Post” column and the cumulative accomplishment of Year3 in the “YTD” column.**

- ▲ For the first quarter reporting the numbers or dates will be the same in both columns.
- ▲ For the second quarter of Year3 reporting, you will enter the non-cumulative second quarter results (what actually occurred in the second quarter independent of the previous quarter) of the Year3 in the “Post” column.
- ▲ In the “YTD” column you will enter the cumulative total of both the first and second quarter accomplishments for Year3. In the Total worksheet enter the cumulative total (the YTD from Year1, the YTD from Year2 and the YTD from Year3). Follow these instructions for all quarters in Year3.

**Using the Total Worksheet**

If you have a multi-year award, you will begin to use the “Total” Tab at the beginning of the second year. The “Total” Tab is designed to show cumulative totals of Year1, Year2, and Year3. The “Total” worksheet will show the cumulative progress for Year1, Year2, and Year3. In the Total worksheet, when you are reporting accomplishments for the first quarter of Year2, add the “YTD” number from Year1 and the “YTD” number for Year2. Remember, the first quarter of Year2 and the “Post” is the same number as the “YTD” number. If you are reporting accomplishments for the second quarter of Year2, add the “YTD” number from Year1 and the “YTD” number from Year2 and add them to reach a cumulative total or

“YTD” of Year1 and the first two quarters of Year2.

Follow these instructions for all quarters in Year2, and Year3. At the end of the award period, the “Total” Worksheet will contain the cumulative total for all years.

**Using the Reporting Worksheet**

The Reporting Tab (worksheet) serves three functions: 1) Respond to the Management Questions, 2) Describe or explain actual performance compared to what was projected, and 3) Provide an explanation of any deviation (positive or negative) from the projections in your approved eLogic Model®.

Each program has different Management Questions that are applicable to that program only. The Management Questions contained in the eLogic Model® ask key questions related to all Services/Activities and Outcomes in the drop-down lists in the eLogic Model® forms for each HUD program. Grantees are required to report on the Management Questions which relate to the specific Services/Activities and Outcomes that are in their HUD approved eLogic Model®. These are determined during negotiations with HUD. HUD will use the approved eLogic Model® for monitoring program performance throughout the project. The Services/Activities and Outcomes identified in your approved eLogic Model®, and resultant data reported in your eLogic Model® over the award performance period should enable you to address most or all of the Management Questions reflective of your project. The data collected during the course of your work and captured in the eLogic Model® will also be useful to you in evaluating the effectiveness of your program.

Use the Reporting Tab to enter your responses to the Management Questions by entering the appropriate “Count/Amount” in the fields provided. The last question asks, “Describe the population you are serving in the space below.” Enter a brief summary description of the demographic and socio-economic characteristics of the area and clients you are serving. Your description should be short and to the point -- a paragraph or less.

**Narrative Description - Positive/Negative Deviation from Approved eLogic Model® Projections**

In addition to your submission of your eLogic Model® results, if there are deviations from what you projected, then you must include a narrative indicating any positive or negative deviations from projected Services/Activities and Outcomes as contained in your approved eLogic Model® and explain the basis for the actual performance as compared to what was projected. In your narrative be sure to identify the Services/Activities and Outcomes from your approved eLogic Model® that you are describing and the reason why this deviation occurred. When doing this, create a paragraph header labeled, “Narrative Description - Positive/Negative Deviation from Approved Logic Model Projections.” By identifying the deviations and the reasons, HUD is able to obtain information on what impacts affect the timeline for program activity and outcomes, and also will be able to share and disseminate best practices to help grantees learn from each other and to also increase the effectiveness of the program.

#### **Saving Your Report**

Save the eLogic Model® file you receive from HUD. Each time you submit your report to HUD, add the fiscal year of the NOFA in which the award was made and the reporting period to the file name. For example:

This is for a 1st quarter report.

#### **^ FHIP\_EOI\_DillardAffordableHousing2010qtr1**

This is for a 2nd quarter or semi-annual report.

#### **^ FHIP\_EOI\_DillardAffordableHousing2010qtr2**

This is for a 3<sup>rd</sup> quarter report.

#### **^ FHIP\_EOI\_DillardAffordableHousing2010qtr3**

This is for a 4<sup>th</sup> quarter or annual report.

#### **^ FHIP\_EOI\_DillardAffordableHousing2010qtr4**

This is for a 5<sup>th</sup> quarter or the first reporting period in year 2 of the project.

#### **^ FHIP\_EOI\_DillardAffordableHousing2010qtr5**

Please remember, if you are reporting on multiple projects under the award for the same HUD program, you must distinguish between the two reports as is shown below. **Please note that an underscore was added before the fiscal year. Only add the underscore if there are multiple projects:**

#### **^ FHIP\_EOI\_DillardAffordableHousing1\_2010qtr1**

#### **^ FHIP\_EOI\_DillardAffordableHousing2\_2010qtr2**

For eLogic Model® Training via webcast, consult the webcast schedule found at HUD's website at: <http://www.hud.gov/offices/adm/grants/fundsavail.cfm>. If you have any questions regarding reporting requirements, please contact your HUD program representative.

#### **Reporting Requirements**

As part of your required reports to HUD, you must also submit an eLogic Model® report in either Excel® 2003 or 2007. (See the FY2010 General Section of the NOFA in the HUD approved electronic formats.)



## 2010 eLogic Model® Information Coversheet



### Instructions

When completing this section there are "mandatory" fields that must be completed. These fields are highlighted in yellow. The required data must be entered correctly to complete an eLogic Model®. Applicant Legal Name must match box 8a in the SF-424 in your application. Enter the legal name by which you are incorporated and pay taxes. CCR Doing Business is new for 2010 eLogic Model®. Only complete this field if your registration at CCR includes an entry in Doing Business as: (dba). Enter the DUNS # as entered into box 8c of the SF-424 Application for Federal Assistance form. Enter the City where your organization is located, this information must match the SF-424 data in your application. Use the dropdown to enter the State where your organization is located, this information must match the SF-424 data in your application. This information must match the SF-424 data in your application. Enter the Grantee Contact Name and email address in the field provided. Enter the name of the person that completed the eLogic Model® and their email address in the field provided. When completing the Project Information Section, applicants except Indian Tribes must enter their Project Name, Project Location City/County/Parish, State, Project Type, and Construction Type. If there are multiple locations, enter the location where the majority of the work will be done. Indian tribes, including multi-state tribes, should enter the City or County associated with their business address location. For Indian Tribes, enter the state applicable to the business address of the Tribal entity.

### Program Information

HUD Program **HBCU**  
Program CFDA # **14.52**  
**Program Component**


### Grantee Information

Applicant Legal Name **Benedict College**  
CCR Doing Business As Name   
DUNS Number **073727942** -   
City **Columbia**  
State **SOUTH CAROLINA**  
Zip Code **29204** - **1086**  
Grantee Contact Name **David H Swinton**  
Grantee Contact email **swintond@benedict.edu**  
Logic Model Contact Name **Larry K Salley**  
Logic Model Contact email **salley5@aol.com**

### Project Information

Project Name **Community Opportunities Program (COP) II**  
Project Location City/County/Parish **Columbia**  
Project Location State **SOUTH CAROLINA**  
Zip Code **29204** - **1086**  
Project Type **Community Economic Development**  
Construction Type

### Additional Information for Reporting (Leave Blank At the Time of Application)

Grants.gov Application Number   
HUD Award Number   
Logic Model Amendment Number

Project Name

Reporting End Date

0

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<b>Applicant Legal Name</b>	Benedict College
<b>CCR Doing Business As Name</b>	0
<b>HUD Program</b>	
<b>Program Component</b>	
<b>Project Name</b>	Community Opp

Benedict College			
0			
HBCU		Reporting Period	
			Reporting Start Date
Community Opportunities Program (COP) II			Reporting End Date

DUNS No. 073727942 - 0



HUD Goals	Policy Priority	Needs	Services/Activities	Measures			Outcomes	Measures			Evaluation Tools	
1		2	3	4			5	6			7	
Policy		Planning	Programming	Pre	Post	YTD	Impact	Pre	Post	YTD	Accountability	
				#N/A					#N/A			
				#N/A					#N/A			
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<b>Applicant Legal Name</b>	Benedict College
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CCR Doing Business As Name

HUD Program

Program Component	Program Component Description	Program Component Number	Program Component Status	Program Component Date
1	1.1	1.1.1	1.1.1.1	1.1.1.1.1
2	2.1	2.1.1	2.1.1.1	2.1.1.1.1
3	3.1	3.1.1	3.1.1.1	3.1.1.1.1
4	4.1	4.1.1	4.1.1.1	4.1.1.1.1
5	5.1	5.1.1	5.1.1.1	5.1.1.1.1
6	6.1	6.1.1	6.1.1.1	6.1.1.1.1
7	7.1	7.1.1	7.1.1.1	7.1.1.1.1
8	8.1	8.1.1	8.1.1.1	8.1.1.1.1
9	9.1	9.1.1	9.1.1.1	9.1.1.1.1
10	10.1	10.1.1	10.1.1.1	10.1.1.1.1
11	11.1	11.1.1	11.1.1.1	11.1.1.1.1
12	12.1	12.1.1	12.1.1.1	12.1.1.1.1
13	13.1	13.1.1	13.1.1.1	13.1.1.1.1
14	14.1	14.1.1	14.1.1.1	14.1.1.1.1
15	15.1	15.1.1	15.1.1.1	15.1.1.1.1
16	16.1	16.1.1	16.1.1.1	16.1.1.1.1
17	17.1	17.1.1	17.1.1.1	17.1.1.1.1
18	18.1	18.1.1	18.1.1.1	18.1.1.1.1
19	19.1	19.1.1	19.1.1.1	19.1.1.1.1
20	20.1	20.1.1	20.1.1.1	20.1.1.1.1
21	21.1	21.1.1	21.1.1.1	21.1.1.1.1
22	22.1	22.1.1	22.1.1.1	22.1.1.1.1
23	23.1	23.1.1	23.1.1.1	23.1.1.1.1
24	24.1	24.1.1	24.1.1.1	24.1.1.1.1
25	25.1	25.1.1	25.1.1.1	25.1.1.1.1
26	26.1	26.1.1	26.1.1.1	26.1.1.1.1
27	27.1	27.1.1	27.1.1.1	27.1.1.1.1
28	28.1	28.1.1	28.1.1.1	28.1.1.1.1
29	29.1	29.1.1	29.1.1.1	29.1.1.1.1
30	30.1	30.1.1	30.1.1.1	30.1.1.1.1
31	31.1	31.1.1	31.1.1.1	31.1.1.1.1
32	32.1	32.1.1	32.1.1.1	32.1.1.1.1
33	33.1	33.1.1	33.1.1.1	33.1.1.1.1
34	34.1	34.1.1	34.1.1.1	34.1.1.1.1
35	35.1	35.1.1	35.1.1.1	35.1.1.1.1
36	36.1	36.1.1	36.1.1.1	36.1.1.1.1
37	37.1	37.1.1	37.1.1.1	37.1.1.1.1
38	38.1	38.1.1	38.1.1.1	38.1.1.1.1
39	39.1	39.1.1	39.1.1.1	39.1.1.1.1
40	40.1	40.1.1	40.1.1.1	40.1.1.1.1
41	41.1	41.1.1	41.1.1.1	41.1.1.1.1
42	42.1	42.1.1	42.1.1.1	42.1.1.1.1
43	43.1	43.1.1	43.1.1.1	43.1.1.1.1
44	44.1	44.1.1	44.1.1.1	44.1.1.1.1
45	45.1	45.1.1	45.1.1.1	45.1.1.1.1
46	46.1	46.1.1	46.1.1.1	46.1.1.1.1
47	47.1	47.1.1	47.1.1.1	47.1.1.1.1
48	48.1	48.1.1	48.1.1.1	48.1.1.1.1
49	49.1	49.1.1	49.1.1.1	49.1.1.1.1
50	50.1	50.1.1	50.1.1.1	50.1.1.1.1
51	51.1	51.1.1	51.1.1.1	51.1.1.1.1
52	52.1	52.1.1	52.1.1.1	52.1.1.1.1
53	53.1	53.1.1	53.1.1.1	53.1.1.1.1
54	54.1	54.1.1	54.1.1.1	54.1.1.1.1
55	55.1	55.1.1	55.1.1.1	55.1.1.1.1
56	56.1	56.1.1	56.1.1.1	56.1.1.1.1
57	57.1	57.1.1	57.1.1.1	57.1.1.1.1
58	58.1	58.1.1	58.1.1.1	58.1.1.1.1
59	59.1	59.1.1	59.1.1.1	59.1.1.1.1
60	60.1	60.1.1	60.1.1.1	60.1.1.1.1
61	61.1	61.1.1	61.1.1.1	61.1.

Project Name

Benedict College

e

HBCU

Reporting Period

Reporting Start Date

Reporting End Date

DUNS No.	073727942	-	0
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2010

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Applicant Legal Name Benedict College  
 CCR Doing Business As Name 0  
 HUD Program HBCU  
 Program Component  
 Project Name Community Opportunities Program (COP) II

Reporting Period  
 Reporting Start Date  
 Reporting End Date

DUNS No. 073727942 - 0



2010

HUD Goals	Policy Priority	Needs	Services/Activities	Measures			Outcomes	Measures			Evaluation Tools	
1		2	3	4			5	6			7	
Policy		Planning	Programming	Pre	Post	YTD	Impact	Pre	Post	YTD	Accountability	
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<b>Applicant Legal Name</b>	Benedict College		
<b>CCR Doing Business As Name</b>	0		
<b>HUD Program</b>	HBCU	<b>Reporting Period</b>	
<b>Program Component</b>		<b>Reporting Start Date</b>	
<b>Project Name</b>	Community Opportunities Program (COP) II	<b>Reporting End Date</b>	

DUNS No. 073727942 - 0



2010

HUD Goals	Policy Priority	Needs	Services/Activities	Measures			Outcomes	Measures			Evaluation Tools
1		2	3	4			5	6			7
Policy		Planning	Programming	Pre	Post	YTD	Impact	Pre	Post	YTD	Accountability
4A	1c	There is a need for HBCUs to utilize the skills and talents available at their institutions to assist communities in undertaking job creation and community and economic development activities which benefit low and moderate-income persons.	Economic Development-Financial assistance for expansion of micro-enterprises	Micro-enterprises			Economic Development-Micro-enterprises expanded	Micro-enterprises			A. Tools for Measurement
			Policy Priority-Job Creation/Employment-Number of jobs that will be created for low- and moderate-income persons	25	Jobs		Employment-Jobs obtained (FTE)	6	Jobs		Program specific form(s)
				2				2			Bank accounts
				#N/A				#N/A			Survey
				#N/A				#N/A			Technical assistance log
				#N/A				#N/A			B. Where Data Maintained
				#N/A				#N/A			Agency database
				#N/A				#N/A			Individual case records
				#N/A				#N/A			Training center
4A	1c	There is a need for HBCUs to utilize the skills and talents available at their institutions to assist communities in undertaking job creation and community and economic development activities which benefit low and moderate-income persons.	Economic Development-Technical assistance for expansion of micro-enterprises	Micro-enterprises			Business Opportunities-Other-Businesses	Businesses			C. Source of Data
			Training-Technical assistance training workshops	10	Workshops		Business Opportunities-Other-Businesses	5	Businesses		Loan monitoring reports
			Policy Priority-Job Creation/Employment-Number of jobs that will be created for low- and moderate-income persons	2	Jobs		Employment-Jobs obtained (FTE)	20	Jobs		Mortgage documents
				2				2			Progress reports
				#N/A				#N/A			Certificate of Occupancy
				#N/A				#N/A			D. Frequency of Collection
				#N/A				#N/A			Quarterly
				#N/A				#N/A			
3C	1c	There is a need for HBCUs to utilize the skills and talents available at their institutions to assist communities in undertaking job creation and community and economic development activities which benefit low and moderate-income persons.	Housing-Homeownership Assistance-Counseling	Persons			Housing-Purchased a home	Persons			E. Processing of Data
			Housing-Homeownership Assistance-Training	25	Persons		Financial-Foreclosures prevented	5	Foreclosures		Statistical database
				17				6			Manual tallies
3C	1a		Housing-Homeownership Assistance-Training	Persons			Training-Persons completed homeownership training	Persons			Flat file database
			new- new- Job Readiness Training	33				22			
				Person			Training-Job training completed	Participants			
			new- Job Placement	20				10			
				Persons			new- Job Placement Hired	Persons			
			Financial-IDA accounts established-Persons	20				4			
				Persons			Financial-IDA account deposits-Dollars	Dollars			
				24				10			
				#N/A				#N/A			
				#N/A				#N/A			
				#N/A				#N/A			
				#N/A				#N/A			
				#N/A				#N/A			





<b>Applicant Legal Name</b>	Benedict College
<b>CCR Doing Business As Name</b>	0
<b>HUD Program</b>	
<b>Program Component</b>	
<b>Project Name</b>	Community Op

HBCU

Reporting Period
Reporting Start Date
Reporting End Date

DUNS No.	073727942	-	0
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HUD Goals	Policy Priority	Needs	Services/Activities	Measures			Outcomes	Measures			Evaluation Tools	
1		2	3	4			5	6			7	
Policy		Planning	Programming	Pre	Post	YTD	Impact	Pre	Post	YTD	Accountability	
					#N/A					#N/A		
					#N/A					#N/A		
					#N/A				#N/A			
					#N/A					#N/A		
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<b>Applicant Legal Name</b>	Benedict College
<b>CCR Doing Business As Name</b>	0
<b>HUD Program</b>	
<b>Program Component</b>	
<b>Project Name</b>	Community Op

HBCU

Reporting Period
Reporting Start Date
Reporting End Date

DUNS No. 073727942 - 0

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DUNS No. 073727942 - 0

HUD Goals	Policy Priority	Needs	Services/Activities	Measures			Outcomes	Measures			Evaluation Tools	
	1	2	3	4			5	6			7	
	Policy	Planning	Programming	Pre	Post	YTD	Impact	Pre	Post	YTD	Accountability	
				#N/A					#N/A			
					#N/A				#N/A			
					#N/A				#N/A			
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DUNS No. 073727942 - 0

HUD Goals	Policy Priority	Needs	Services/Activities	Measures			Outcomes	Measures			Evaluation Tools	
1		2	3	4			5	6			7	
Policy		Planning	Programming	Pre	Post	YTD	Impact	Pre	Post	YTD	Accountability	
				#N/A								
				#N/A								
				#N/A				#N/A				
				#N/A					#N/A			
				#N/A					#N/A			
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				#N/A				#N/A				
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Applicant Legal Name Benedict College  
 CCR Doing Business As Name 0  
 HUD Program HBCU  
 Program Component  
 Project Name Community Opportunities Program (COP) II

Reporting Period  
 Reporting Start Date  
 Reporting End Date

DUNS No. 073727942 - 0



2010

HUD Goals	Policy Priority	Needs	Services/Activities	Measures			Outcomes	Measures			Evaluation Tools		
1		2	3	4			5	6			7		
Policy		Planning	Programming	Pre	Post	YTD	Impact	Pre	Post	YTD	Accountability		
				#N/A					#N/A				
				#N/A					#N/A				
				#N/A					#N/A				
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Applicant Legal Name Benedict College  
 CCR Doing Business As Name 0  
 HUD Program HBCU  
 Program Component  
 Project Name Community Opportunities Program (COP) II

Reporting Period  
 Reporting Start Date  
 Reporting End Date

DUNS No. 073727942 - 0



2010

HUD Goals	Policy Priority	Needs	Services/Activities	Measures			Outcomes	Measures			Evaluation Tools
1		2	3	4			5	6			7
Policy		Planning	Programming	Pre	Post	YTD	Impact	Pre	Post	YTD	Accountability
4A	1c	There is a need for HBCUs to utilize the skills and talents available at their institutions to assist communities in undertaking job creation and community and economic development activities which benefit low and moderate-income persons.	Economic Development-Financial assistance for expansion of micro-enterprises	Micro-enterprises			Economic Development-Micro-enterprises expanded	Micro-enterprises			A. Tools for Measurement
			Policy Priority-Job Creation/Employment-Number of jobs that will be created for low- and moderate-income persons	25	Jobs		Employment-Jobs obtained (FTE)	6	Jobs		Program specific form(s)
				2				2			Bank accounts
				#N/A				#N/A			Survey
				#N/A				#N/A			Technical assistance log
				#N/A				#N/A			B. Where Data Maintained
				#N/A				#N/A			Agency database
				#N/A				#N/A			Individual case records
				#N/A				#N/A			Training center
4A	1c	There is a need for HBCUs to utilize the skills and talents available at their institutions to assist communities in undertaking job creation and community and economic development activities which benefit low and moderate-income persons.	Economic Development-Technical assistance for expansion of micro-enterprises	Micro-enterprises			Business Opportunities-Other-Businesses	Businesses			C. Source of Data
			Training-Technical assistance training workshops	10	Workshops		Business Opportunities-Other-Businesses	5	Businesses		Loan monitoring reports
			Policy Priority-Job Creation/Employment-Number of jobs that will be created for low- and moderate-income persons	2	Jobs		Employment-Jobs obtained (FTE)	5	Jobs		Mortgage documents
				2				2			Progress reports
				#N/A				#N/A			Certificate of Occupancy
				#N/A				#N/A			D. Frequency of Collection
				#N/A				#N/A			Quarterly
				#N/A				#N/A			
3C	1c	There is a need for HBCUs to utilize the skills and talents available at their institutions to assist communities in undertaking job creation and community and economic development activities which benefit low and moderate-income persons.	Housing-Homeownership Assistance-Counseling	Persons			Housing-Purchased a home	Persons			E. Processing of Data
			Housing-Homeownership Assistance-Training	25	Persons		Financial-Foreclosures prevented	5	Foreclosures		Statistical database
				16				6			Manual tallies
3C	1a		Housing-Homeownership Assistance-Training	Persons			Training-Persons completed homeownership training	Persons			Flat file database
				34				21			
			new- new- Job Readiness Training	Person			Training-Job training completed	Participants			
				0				0			
			new- Job Placement	Persons			new- Job Placement Hired	Persons			
				0				0			
			Financial-IDA accounts established-Persons	Persons			Financial-IDA account deposits-Dollars	Dollars			
								10			
				#N/A				#N/A			
				#N/A				#N/A			
				#N/A				#N/A			
				#N/A				#N/A			
				#N/A				#N/A			



<b>Applicant Legal Name</b>	Benedict College
<b>CCR Doing Business As Name</b>	0
<b>HUD Program</b>	
<b>Program Component</b>	
<b>Project Name</b>	Community Op

HBCU

Reporting Period
Reporting Start Date
Reporting End Date

DUNS No. 073727942 - 0



HUD Goals	Policy Priority	Needs	Services/Activities	Measures			Outcomes	Measures			Evaluation Tools	
1		2	3	4			5	6			7	
Policy		Planning	Programming	Pre	Post	YTD	Impact	Pre	Post	YTD	Accountability	
				#N/A					#N/A			
				#N/A					#N/A			
				#N/A				#N/A				
				#N/A				#N/A				
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DUNS No. 073727942 - 0[illegible]

DUNS No. 073727942 - 0

HUD Goals	Policy Priority	Needs	Services/Activities	Measures			Outcomes	Measures			Evaluation Tools	
1		2	3	4			5	6			7	
Policy		Planning	Programming	Pre	Post	YTD	Impact	Pre	Post	YTD	Accountability	
				#N/A					#N/A			
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					#N/A				#N/A			
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DUNS No. 073727942 - 0

HUD Goals	Policy Priority	Needs	Services/Activities	Measures			Outcomes	Measures			Evaluation Tools	
1		2	3	4			5	6			7	
Policy		Planning	Programming	Pre	Post	YTD	Impact	Pre	Post	YTD	Accountability	
				#N/A								
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HUD Goals	Policy Priority	Needs	Services/Activities		Measures			Outcomes	Measures			Evaluation Tools		
1		2	3		4			5	6			7		
Policy		Planning	Programming		Pre	Post	YTD	Impact	Pre	Post	YTD	Accountability		
					#N/A				#N/A			A. Tools for Measurement		
					#N/A					#N/A				
					#N/A					#N/A				
					#N/A					#N/A			B. Where Data Maintained	
					#N/A				#N/A			C. Source of Data		
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					#N/A					#N/A			D. Frequency of Collection	
					#N/A					#N/A				
					#N/A					#N/A			E. Processing of Data	
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DUNS No. 073727942 - 0

HUD Goals	Policy Priority	Needs	Services/Activities	Measures			Outcomes	Measures			Evaluation Tools	
1		2	3	4			5	6			7	
Policy		Planning	Programming	Pre	Post	YTD	Impact	Pre	Post	YTD	Accountability	
					#N/A					#N/A		
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DUNS No. 073727942 - 0

HUD Goals	Policy Priority	Needs	Services/Activities	Measures			Outcomes	Measures			Evaluation Tools	
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Policy		Planning	Programming	Pre	Post	YTD	Impact	Pre	Post	YTD	Accountability	
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HUD Goals	Policy Priority	Needs	Services/Activities	Measures			Outcomes	Measures			Evaluation Tools	
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HUD Goals		HUD Priorities	
1A	<b>Strengthen the Nation's Housing Market to Bolster the Economy and Protect Consumers (1A)</b> Stem the foreclosure crisis.	1a	<b>Job Creation/Employment (1a)</b> Improving access to job opportunities through information sharing, coordination with federal, state, and local entities, and other means.
1B	<b>Strengthen the Nation's Housing Market to Bolster the Economy and Protect Consumer (1B)</b> Protect and educate consumers when they buy, refinance or rent a home.	1b	<b>Job Creation/Employment (1b)</b> Increasing access to job training, career services, and work, supports through coordination with federal, state, and local entities.
1C	<b>Strengthen the Nation's Housing Market to Bolster the Economy and Protect Consumers (1C)</b> Create financially sustainable homeownership opportunities.	1c	<b>Job Creation/Employment (1c)</b> Expanding economic and job creation opportunities for low-income residents and creating better transportation access to those jobs and other economic opportunities by partnering with federal and nonprofit agencies, private industry, and planning and economic development organizations and by leveraging federal and private resources.
1D	<b>Strengthen the Nation's Housing Market to Bolster the Economy and Protect Consumers (1D)</b> Establish an accountable and sustainable housing finance system.	2a	<b>Sustainability (2a)</b> Promote and preserve community assets including small businesses, fresh food markets, parks, hospitals, and quality schools by incentivizing comprehensive and inclusive local economic development planning.
2A	<b>Meet the Need for Quality Affordable Rental Homes (2A)</b> End homelessness and substantially reduce the number of families and individuals with severe housing needs.	2b	<b>Sustainability (2b)</b> Give consumers more information about the true cost of living by incorporating both housing and transportation costs into measures of affordability.
2B	<b>Meet the Need for Quality Affordable Rental Homes (2B)</b> Expand the supply of affordable rental homes where most needed.	2c	<b>Sustainability (2c)</b> Improve residents' health and safety, particularly that of children and other vulnerable populations, by promoting green and healthy design, construction, rehabilitation, and maintenance of housing and communities.
2C	<b>Meet the Need for Quality Affordable Rental Homes (2C)</b> Preserve the affordability and improve the quality of federally assisted and private unassisted affordable rental homes.	2d	<b>Sustainability (2d)</b> Support and promote an energy-efficient, green, and healthy housing market by retrofitting existing housing, supporting energy-efficient new construction, improving home energy labeling, and promoting financing products that reduce the carbon footprint of non-HUD-supported residential buildings.
2D	<b>Meet the Need for Quality Affordable Rental Homes (2D)</b> Expand families' choices of affordable rental homes located in a broad range of communities.	2e	<b>Sustainability (2e)</b> Reduce energy consumption and incorporate green building practices in the design and operation of HUD-supported affordable housing.
3A	<b>Utilize Housing as a Platform for Improving Quality of Life (3A)</b> Utilize HUD assistance to improve educational outcomes and early learning and development.	2f	<b>Sustainability (2f)</b> Promote coordinated planning, integrating federal resources, and targeting technical assistance at the local, state, and regional levels for sustainable housing and communities.
3B	<b>Utilize Housing as a Platform for Improving Quality of Life (3B)</b> Utilize HUD assistance to improve health outcomes.	2g	<b>Sustainability (2g)</b> Promote the design and construction of buildings and communities that are accessible and visitable by people with disabilities.
3C	<b>Utilize Housing as a Platform for Improving Quality of Life (3C)</b> Utilize HUD assistance to increase economic security and self-sufficiency.	2h	<b>Sustainability (2h)</b> Promote the use of climate-resilient and disaster-resistant building design, construction and siting.
3D	<b>Utilize Housing as a Platform for Improving Quality of Life (3D)</b> Utilize HUD assistance to improve housing stability through supportive services for vulnerable populations including the elderly, people with disabilities, homeless people, and those individuals and families at risk of becoming homeless.	2i	<b>Sustainability (2i)</b> Encourage metropolitan and regional focus in planning and community development.
3E	<b>Utilize Housing as a Platform for Improving Quality of Life (3E)</b> Utilize HUD assistance to improve public safety.	3a	<b>Affirmatively Furthering Fair Housing (3a)</b> Regional coordination of affirmatively furthering fair housing plans, including such activities as developing regional analyses of impediments.

4A	<b>Build Inclusive and Sustainable Communities Free from Discrimination</b> (4A) Catalyze economic development and job creation, while enhancing and preserving community assets.	3b	<b>Affirmatively Furthering Fair Housing</b> (3b) Regional strategies to reduce racially segregated living patterns and other effects of formerly de jure segregated public or assisted housing in metropolitan areas with a year 2000 dissimilarity index of 70 or higher and where the minority population is at least 20,000 or 3 percent of the total population in the Core Based Statistical Area (CBSA), whichever is greater.
4B	<b>Build Inclusive and Sustainable Communities Free from Discrimination</b> (4B) Promote energy efficient buildings and location efficient communities that are healthy, affordable and diverse.	3c	<b>Affirmatively Furthering Fair Housing</b> (3c) Decreasing the concentration of poverty and racial segregation in neighborhoods and communities through strategic targeting of resources.
4C	<b>Build Inclusive and Sustainable Communities Free from Discrimination</b> (4C) Ensure open, diverse, and equitable communities.	3d	<b>Affirmatively Furthering Fair Housing</b> (3d) Promoting visitability for persons with disabilities in single-family housing.
4D	<b>Build Inclusive and Sustainable Communities Free from Discrimination</b> (4D) Facilitate disaster preparedness, recovery and resiliency.	4a	<b>Capacity Building and Knowledge Sharing</b> (4a) Develop, target and deliver technical assistance for increasing affordability in areas experiencing increased rental costs due to development.
4E	<b>Build Inclusive and Sustainable Communities Free from Discrimination</b> (4E) Build the capacity of local, state and regional public and private organizations.	4b	<b>Capacity Building and Knowledge Sharing</b> (4b) Strengthen the capacity of state and local partners, including governments and nonprofit organizations, to implement HUD programs, participate in decision making and planning processes, and coordinate on cross-programmatic, place-based approaches through grantmaking and technical assistance.
5A	<b>Transform the Way HUD Does Business</b> (5A) Build Capacity: Create a flexible and high performing learning organization with a motivated, skilled workforce.	4c	<b>Capacity Building and Knowledge Sharing</b> (4c) Support knowledge sharing and innovation by disseminating best practices, encouraging peer learning, publishing data analysis and research, and helping to incubate and test new ideas.
5B	<b>Transform the Way HUD Does Business</b> (5B) Focus on Results: Create an empowered organization that is customer-centered, place based, collaborative, and responsive to employee feedback and focused on results.	5a	<b>Using Housing as a Platform for Improving Other Outcomes</b> (5a) Increasing access to high quality early learning programs and services through coordination with local programs.
5C	<b>Transform the Way HUD Does Business</b> (5C) Bureaucracy Busting: Create flexible, modern rules and systems that promote responsiveness, openness and transparency.	5b	<b>Using Housing as a Platform for Improving Other Outcomes</b> (5b) Providing physical space to co-locate healthcare and wellness services with housing (e.g., on-site health clinics).
5D	<b>Transform the Way HUD Does Business</b> (5D) Culture Change: Create a healthy, open, flexible work environment that reflects the values of HUD's mission.	5c	<b>Using Housing as a Platform for Improving Other Outcomes</b> (5c) Increasing access to public benefits (such as Temporary Assistance to Needy Families and Supplemental Security Income) through outreach and other means.
		5d	<b>Using Housing as a Platform for Improving Other Outcomes</b> (5d) Maintaining or improving the physical environment and design of HUD-assisted residences, giving attention to physical safety and crime prevention.
		5e	<b>Using Housing as a Platform for Improving Other Outcomes</b> (5e) Providing mobility counseling to increase access to neighborhoods of opportunity.
		6a	<b>Expand Cross-Cutting Policy Knowledge</b> (6a) Support knowledge sharing and innovation by disseminating best practices, encouraging peer learning, publishing data analysis and research, and helping to incubate and test new ideas.

**Certification of Consistency  
with the Consolidated Plan**

U.S. Department of Housing  
and Urban Development

I certify that the proposed activities/projects in the application are consistent with the jurisdiction's current, approved Consolidated Plan.  
(Type or clearly print the following information:)

Applicant Name: Benedict College

Project Name: Community Opportunities Program II

Location of the Project: 1600 Harden Street  
Columbia, SC 29204

Name of the Federal  
Program to which the  
applicant is applying: US Department of Housing & Urban Development

Name of  
Certifying Jurisdiction: Sumter-Columbia Empowerment Zone

Certifying Official  
of the Jurisdiction  
Name: Steve Gantt

Title: City Manager

Signature:  A2

Date: \_\_\_\_\_

# Certification of Consistency with the RC/EZ/EC-IIs Strategic Plan

U.S. Department of Housing  
and Urban Development

I certify that the proposed activities/projects in this application are consistent with the strategic plan of a federally-designated empowerment zone (EZ), designated by HUD or by the United States Department of Agriculture (USDA), the tax incentive utilization plan for an urban or rural renewal community (RC) designated by HUD, or the strategic plan for an enterprise community (EC-II) designation in round II by USDA.

(Type or clearly print the following information)

Applicant Name Benedict College \_\_\_\_\_

Name of the Federal  
Program to which the  
applicant is applying US Department of Housing & Urban Development \_\_\_\_\_

Name of RC/EZ/EC-II Sumter-Columbia Empowerment Zone \_\_\_\_\_

I further certify that the proposed activities/projects will be located within the RC/EZ/EC-II identified above and are intended to serve the residents of the designated area. (2 points)

Name of the  
Official Authorized  
to Certify the RC/EZ/EC-II Steve Gantt

Title City Manager \_\_\_\_\_

Signature  \_\_\_\_\_

Date (mm/dd/yyyy) 5/7/2005 \_\_\_\_\_

Benedict College FR-5415-N-04



## BENEDICT COLLEGE

1600 Harden Street  
COLUMBIA, SOUTH CAROLINA 29204

Office of  
Academic Affairs

August 12, 2010

Ms. Sherone Ivey  
Deputy Assistant Director for University Partnerships  
U. S. Department of Housing and Urban Development  
451 7<sup>th</sup> Street, SW, Room 8226  
Washington, DC 20410

Dear Ms. Ivey:

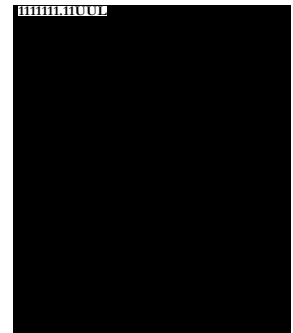
Benedict College is committed to continuing our efforts to revitalize the Waverly/Read Street and surrounding communities through comprehensive community development. We propose to provide in-kind support through the contribution of space and personnel to support our 2010 HBCU proposal for Project COP II.

Several resources, including salary for staff to support program activities, will be available upon the awarding of the grant and throughout the duration of the program. These items are summarized below and are detailed in the proposal narrative:

### Item

- Administrative Oversight by Assistant Dean, School of Business and Economics
- Fringe Benefits (staff listed above)
- Contribution of Meeting and Training Space, 1903 Two Notch Road (For institutional use to house the job readiness and homebuyer training programs)
- Contribution of space at the Benedict College Business Development Center- 2601 Read Street (2 classrooms, smart media classroom, multipurpose training room for use with business technical and financial literacy assistance training)

### Total



We have developed many partnerships to assist us in our efforts and we are committed to making this program a success.

If you have any questions, please contact my office at (803) 705-4749 or Larry Salley, Project Director at (803) 705-4682.

Sincerely,

Janeen Witty, Ph.D.  
Vice President for Academic Affairs

August 13, 2010

Ms. Sherone Ivey  
Deputy Assistant Secretary for University Partnerships  
U.S. Department of Housing and Urban Development  
451 7<sup>th</sup> Street, S. W.  
Washington, DC 20410

Re: Benedict College's 2010 HUD/I-MCU Proposal

Dear Ms. Ivey:

Security Federal Bank is committed to partnering with Benedict College to implement the proposed programs in the Waverly/Read Street (census tract 10) community and the Columbia Empowerment Zone. We will provide financial literacy education, credit counseling and mortgage banking presentations to potential home-buyers. As financial practitioners, we understand the value of helping to educate the community and low to moderate income buyers on housing issues. Therefore, Security Federal Bank gladly welcomes the opportunity to partner with Benedict College and the Benedict-Allen Community Development Corporation especially in this current housing crisis and economic climate. Security Federal Bank estimates these in-kind services to be three workshops per year and one on one counseling appointments with individual customers valued at over the duration of the 36 month grant period. We will provide these services throughout the duration of the grant.

I wish Benedict College and the Benedict-Allen Community Development Corporation success in their efforts to secure funding. If you have questions, I may be reached at (803) 739-6105.

Sincerely



Kathi J. Snipes

**SECURITY FEDERAL BANK**  
VP/FC & Community Development  
HUD Certified Housing Counselor  
1-803-739-6105 phone  
1-803-739-6111 fax



## MIDLANDS WORKFORCE DEVELOPMENT BOARD

*Working Together for Tomorrow's Workforce*

August 13, 2010

Ms. Sherone Ivey  
Deputy Assistant Director for University Partnerships  
U.S. Department of Housing and Urban Development  
451 7<sup>th</sup> Sr, SW, Room 8226  
Washington, DC 20410

Dear Ms. Ivey,

The Midlands Workforce Development Board is pleased to offer a letter of support for Benedict College's application to the US Department of Housing and Urban Development for the Community Opportunities Program II (COP II) proposal. Low income parents and their families face a myriad of challenges that are further complicated by inadequate education and occupational skills. The proposed program will assist in that effort by preparing residents in Richland, Lexington and Fairfield counties with job readiness, resume preparation, and employment referrals.

Our commitments to the workforce of the Midlands area are similarly aligned, and we desire solutions to the barriers of the unemployed and underemployed. We always welcome additional resources for these target populations. The Midlands Workforce Development Board will assist your program with referral, and intensive services such as WorkKeys and skills assessments for WIA eligible individuals to the fullest extent WIA funding will allow. The estimate value of these in-kind services over the duration of your grant period is

The Midlands Workforce Development Board is aware of the many worthwhile projects that Benedict has undertaken and we commend the efforts of your educational institution to provide programs that are having a positive impact on youth, families, and the community.

I am pleased to provide this letter of commitment and support.

Sincerely,

Bonnie Austin  
Director





August 13, 2010

Ms. Sherone Ivey  
Deputy Assistant Director for University Partnerships  
U. S. Department of Housing and Urban Development  
451 7<sup>th</sup> Street, SW, Room 8226  
Washington, DC 20410

Dear Ms. Ivey:

The South Carolina Association of Community Development Corporations (SCACDC) is pleased that the Benedict Allen CDC and Benedict College are pursuing other funding opportunities to sustain their Individual Development Account Program's (IDA) operational expenses.

The SCACDC supports the efforts of Benedict -Allen CDC and Benedict College to compete for Historically Black Colleges and Universities (HBCU) program funds, through the US Department of Housing and Urban Development (HUD). We will commit to match funds for the IDA program participants during the HBCU's three year grant period for 7 low-income clients that qualify to purchase one of the three productive assets; a home, a small business or seek post secondary education. For every participant that saves the total contribution of we will match their savings with in IDA funds. Our total commitment is valued at which will be available by January 01, 2011. We will make our best efforts to provide additional participant match funds, beyond the committed 7, to the Benedict Allen CDC for qualified account holders who have met savings goals, completed required training and are ready to secure an asset.

We look forward to continuing our relationship with the Benedict Allen CDC and Benedict College. Please do not hesitate to contact me at (810) 232-0104 if you have any questions.

Sincerely,

Bernie Mazzyck  
President & CEO



# Experience Works

August 12, 2010

Ms. Sherone Ivey  
Deputy Assistant Secretary for University Partnerships  
U. S. Department of Housing and Urban Development  
451 7<sup>th</sup> Street S.W.  
Washington, DC 20401

Re: Benedict College's 2010 HUD/HBCU Proposal

Dear Ms. Ivey:

Experience Works has been working with Benedict College and the Benedict-Allen CDC for the past 18 months by providing paid Experience Works participants to support their community development efforts. We support the mission of the college to promote development in the Waverly/Read Street neighborhood that surrounds them. We are committed to supporting their effort to implement sustainability programs in the community. We will place a participant through Experience Works, Inc. in the Benedict College Community Learning Center to assist with staffing. The participant will train for 20 hours per week. The annual salary is

addition o the participant will address one of the activities listed in the proposal by providing an individual to assist with job readiness training, meetings, and workshops.

We hope that you will look favorably upon the college's application and should you have any questions regarding our commitment, contact me at (803) 252-1240.

Sincerely,

  
Ms. Pat Wise  
Employment/Raining Coordinator

C: Dr. David H. Swinton  
Mr. Larry Salley, Executive Director

***THE LAW OFFICES  
OF  
ERNEST W. CROMARTIE, III, L.L.C.***

*ATTORNEYS AND COUNSELORS AT LAW*  
1607 HARDEN STREET COLUMBIA, SC 29204

REPLY TO: P. O. BOX 8417  
COLUMBIA, S.C. 29202

TELEPHONE : 803-256-3462  
FACSIMILE : 803-765-2671

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August 12, 2010

Ms. Sherone Ivey  
Deputy Assistant Secretary for University Partnerships  
U.S. Department of Housing and Urban Development  
451 7<sup>th</sup> Street, S. W.  
Washington, DC 20410

Re: Benedict College's 2010 HUD/HBCU Proposal

Dear Ms. Ivey:

The Law Offices of Ernest W. Cromartie III, LLC is delighted to support Benedict College and the Benedict-Allen CDC in its efforts to obtain funding from HUD for the housing program being offered to the community. The Law Offices of Ernest W. Cromartie III, LLC realizes the importance of giving back to the community, especially in this time of economic crisis and more importantly in an area of housing where so many have not enjoyed the benefit of home ownership. The Law Offices of Ernest W. Cromartie III, LLC has years of experience in real estate and property law and understands how valuable housing programs are to the community. These services will assist low to moderate income citizens better understand the legal process regarding the purchase of a home to include their rights and responsibilities.

We will commit to provide in-kind educational legal services for homebuyer education workshops and other homebuyer / homeowner education seminars. The Law Offices of Ernest W. Cromartie III, LLC will discuss topics that include, but are not limited to, the following:

- The role of the closing attorney & South Carolina real estate closing requirements
- Understanding the HUD-1 closing statement
- Title insurance & marketable / clear title
- Homebuyer tax credits
- Understanding the Contract of Sale and
- Closing Documents (Truth-In Lending, Mortgage, Promissory Note, Uniform Residential Loan Application)

The value associated with preparing, providing and presenting the legal educational services listed above is approximately One-Thousand Dollars per workshop. We will commit to quarterly workshops. These services will be available beginning January 01, 2011

and continue throughout the duration of the thirty-six month grant period. The total of these in-kind services is approximately \_\_\_\_\_ over a thirty-six month period.

The Law Offices of Ernest W. Cromartie III, LLC is committed to assisting Benedict College and the Benedict-Allen CDC in its endeavors to facilitate and develop home ownership. If you have any questions, please feel free to contact me at (803) 256-3462 or by email at [ernest@cromartiela.com](mailto:ernest@cromartiela.com).

LAW OFFICE OF ERNEST W. C. LLC

Ernest W. Cromartie III, Esquire

## Acknowledgment of Application Receipt

**U.S. Department of Housing  
and Urban Development**

OMB Approval No. 2577-0259 expires 2/29/2012

Type or clearly print the Applicant's name and full address in the space below.

Benedict College  
1600 Harden Street  
Columbia, SC 29204

(fold line)

Type or clearly print the following information:

Name of the Federal  
Program to which the  
applicant is applying:

US Department of Housing & Urban Develop

### To Be Completed by HUD

HUD received your application by the deadline and will consider it for funding. In accordance with Section 103 of the Department of Housing and Urban Development Reform Act of 1989, no information will be released by HUD regarding the relative standing of any applicant until funding announcements are made. However, you may be contacted by HUD after initial screening to permit you to correct certain application deficiencies.

HUD did not receive your application by the deadline; therefore, your application will not receive further consideration. Your application is:

Enclosed

Being sent under separate cover

Processor's Name \_\_\_\_\_

Date of Receipt \_\_\_\_\_